

## **TRAVEL COURSE POLICY**

*This policy is not intended to cover ALL travel, but rather only faculty-led short-term study away, including domestic travel (travel for course credit).*

*Travel courses must be vetted by the relevant deans and approved by the office of international studies prior to advertising the trip or the institution accepting deposits for the trip. A students traveling on the trips must be registered for the course. Non-catalog courses (special topics courses) must be approved by the appropriate dean prior to advertising the travel course to the students. The course approval form is available from the deans. As with all special topics, travel courses may be offered only twice before they must be formally approved by APPC as a permanent catalog offering.*

Everyone participating on the trip must have a valid passport, which is valid throughout the entire period of travel. Participants must consult with the Office of International Studies and faculty member running the trip on additional requirements, such as vaccinations (as recommended by the Center for Disease Control).

### **Eligibility**

**Moravian College degree candidates** who wish to join a travel course must register for the course credit and complete the assignments. Tuition is charged for travel courses taken outside a normal fall or spring load. Tuition is waived for a fall or spring term travel course which "fits" in an undergraduate student's normal full-time load, and therefore tuition is covered by the comprehensive fee; however, the travel costs (hotels, airfare, etc.) are not covered by the undergraduate comprehensive tuition fee and must be paid for separately. Graduate students in cohort program where the travel course is part of degree requirements are not charged tuition, but are responsible for travel costs. Part-time undergraduate or graduate students must pay travel costs as well as tuition. A reduced tuition fee is charged for Moravian College and LVAIC degree candidates.

**LVAIC students** who wish to take the trips must register for the course through the cross-registration process. Tuition is not charged if the course runs in a normal fall or spring term, but enrollment in the course is required; cross-registered students are responsible for all travel costs. For May or summer travel courses, LVAIC students are responsible for the Moravian College travel course tuition costs (which are the same as charged to Moravian College students) plus all travel costs.

**Degree-seeking students from outside Moravian or another LVAIC institution** may only participate on the trip, if they are able to participate in the pre- and post-program sessions. They must be able to complete all the course requirements, including attendance at class meeting. At that point, they can register for the course and travel with the Moravian students. These students must register at the institution as visiting students and pay the normal evening/summer tuition costs associated with a course.

**Students must be in good academic and conduct standing** at the time they apply to participate in the faculty-led travel. (Good academic standing is defined as follows: Undergraduate students may not be on academic probation, or be dismissed pending summer school or appeals.) Graduate students on academic probation may be



permission, and with approval from the appropriate dean, the student may request to  
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