

BLACK HILLS STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: University Sponsored Activities

NUMBER: 2:13

Office: Office of Academic Affairs

Sources: [BHSU Faculty Handbook](#); [BHSU Policy 3:1 Student Code of Conduct](#); [Student Athlete Handbook](#)

1. Purpose

This policy sets forth the process for university sponsored activities to promote safe travel by students and members of BHSU's student organizations for certain student activities or trips. BHSU strives to offer student opportunities to enhance the student college experience and foster the development of its students.

2. Policy

- a. All students who travel on behalf of BHSU are responsible for their conduct subject to the BHSU [Policy 3:1 Student Code of Conduct](#) protocols and accept the risks of their participation.
- b. Students traveling on approved university sponsored or recognized trips are subject to all BHSU and SDBOR travel policies, as well as applicable federal and state laws and regulations.
- c. Trip sponsors shall ensure that emergency communications are available at all times during the trip. If an injury occurs on a field trip, the student should report it to Public Safety where the approved university form will be completed.
- d. Students will not be penalized for missing activities or assignments during the university sponsored activity. Students are responsible for notifying their professors of any absences and completing any missed assignments or exams.

- e. Student athletes traveling for collegiate activities and competitions will follow the policies and procedures set forth by the BHSU Athletic Department and can be found in the Student Athlete Handbook.
- f. International travel and trip policies and procedures may differ from those stated in this policy and are the responsibility of the Office of International Relations and Global Engagement.
- g. State-owned vehicles may be utilized for a field trip if the criteria established in the policy, rules, and regulations concerning use of state-owned vehicles are met.
- h. Faculty who wish to take students on a university sponsored activity must obtain approval from the school chair and college dean prior to the activity.

3. Procedures

- a. All university sponsored activities must be approved by the school chair and college dean of the respective college. All expenses to be reimbursed will follow BHSU and SDBOR travel policies and guidelines.

1) In-State Sponsored Activity

- i. One month prior to the activity or trip, a travel request form must be completed and submitted to the college secretary. One travel request form may be submitted for all students. A list of all students participating must be attached.
- ii. If applicable, any expenses paid in advance by BHSU must include a workshop and/or airfare liability statement(s) filled out and signed by each student.
- iii. The faculty member and college secretary are responsible for collecting all necessary student forms prior to payment of expenses, invoices, or purchase orders.
- iv. Upon completion of the activity, all receipts for expenses paid by the student that are to be reimbursed by the university must be turned into the college secretary with a travel detail form signed by the student. This must be submitted within 60 days of the last day of travel.

- a. For claims that contain travel older than 60 days, a Delayed Travel Reimbursement Request Form must be completed and signed by the BHSU President, or designee.

2) Out-of-State Sponsored Activity

- i. One month prior to the activity or trip, a travel request form must be completed and submitted to the college secretary. If no reimbursements will be made to the students, one travel request form may be submitted for all students traveling. A list of students participating must be attached.
- ii. For any person who will receive reimbursement for partial or complete expenses incurred, or for which BHSU will pay any expenses in advance of travel, a travel request form must be completed & signed.
- iii. The faculty member and college secretary are responsible for collecting all necessary student forms prior to payment of expenses, invoices, or purchase orders.
- v. Upon completion of the activity, all receipts for expenses paid by the student that are to be reimbursed by the university must be turned into the college secretary with a travel detail form signed by the student. This must be submitted within 60 days of the last day of travel.
 - a. For claims that contain travel older than 60 days, a Delayed Travel Reimbursement Request Form must be completed and signed by the BHSU President, or designee.
- b. At least one week in advance of all university sponsored or recognized activities, the faculty member will fill out a *BHSU Student Travel Enrollment Form*, available in the Dean's office. The document must accompany the faculty or lead sponsor of the group during the trip and a copy submitted to the respective Dean's Office.
- c. Faculty and administration will honor officially approved absences where students are absent for an approved university sponsored activity or field trip (e.g. tour a business, attend an event as part of a class, collegiate club sports and competitions, conferences or workshops recognized by the university not related to academics, commitments on behalf of BHSU, etc.)

- 1) Students will notify their professors in writing at least a week in advance or as soon as possible after confirmation that the sponsored activity or trip has been approved by the chair and/or dean. It is the responsibility of the student to make prior arrangements with the professor for notes, assignments, and/or exams prior to the class absence.
- 2) If the student has difficulty working with a faculty member in making up work or being excused by that faculty member for the student activity or trip, the difficulties will be resolved by the School Chair, Dean of the College, or Provost and Vice President for Academic Affairs, in that order.

4. Responsible Administrator

The Vice President of Academic Affairs, or designee, is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 11/23/2020.