

### **Policy 3-07: Course-Related Travel**

To reduce conflicts between the personal travel plans of students and the travel needs of the college's curricular programs, the following policy is instituted:

- College faculty will refrain from scheduling during the university fall and spring breaks mandatory course-related travel in a course that is required by one of the college's degree programs.
- Within each department, faculty are encouraged to coordinate such travel during periods of time that have been identified to reduce overall disruption in the delivery of other courses in the department.
- Course-related travel that is non-mandatory or mandatory but part of an elective course, is not affected by this policy.