



Students traveling for events or activities organized by a university-recognized student group, as defined in [Policy 9012 Recognition of Student Groups](#), must comply with the following requirements.

This policy does not apply to personal travel (alone or with other UWS community members), nor to day-trips, defined as travel without an overnight stay.

For university-related travel that is not associated with a recognized student group, see [Policy 3008 Travel, Meals and Entertainment Expenses](#).

UWS is not responsible for any loss, damage, injury, or other consequence resulting from student travel or related activities.

### **Student Event Request**

Student group activities, including travel, are facilitated by the office of student engagement and events. Questions are directed to [studentengagement@uws.edu](mailto:studentengagement@uws.edu).

Student event travel must be approved by an applicable vice president. Students engaging in travel related to the events or activities of a university-recognized student group must submit the [student event request form](#) at least four weeks prior to the date of travel.

### **Student Group Advisor**

The university vice president may require a group advisor to accompany student travel.

### **Absence from Academic Requirements**

A student traveling for a student group event or activity is individually responsible for any and all arrangements regarding missed classes, clinic shifts, internships, or practicum experiences.

When travel offers significant educational, service, and/or professional value, and the student is in satisfactory academic standing, the college dean may approve an excused absence. Some academic activities are not eligible for a travel-related excused absence.

A student requesting an excused absence due to travel must contact their college dean in writing at least four weeks prior to the date of travel. The dean's decision is final.

### **Conduct**

Students must comply with jurisdictional laws and regulations, and university [Policy 9001 Student Conduct](#), during university-related travel.

### **Accident and Medical Insurance**

UWS does not provide or require accident insurance or medical insurance for student travel.



### **Student Travel Waiver**

Students traveling for student group-related activities must submit a completed Student Travel Waiver to the office of student engagement and events at least five (5) business days prior to the scheduled travel.

### **Funding**

Students traveling for university-approved activities or events are responsible for all costs associated with travel. University-recognized student groups may raise funds to assist with travel expenses when approved by the associate vice president for institutional advancement. UWS funds, including monies generated by student group fundraising, may not be used for renting vehicles or for purchasing alcohol.

Contact [studentengagement@uws.edu](mailto:studentengagement@uws.edu) for more information.

**Related Policies:**    [Policy 1204 Attendance, Tardiness, and Course Participation](#)  
                              [Policy 1223 Make-Up Examinations](#)  
                              [Policy 3008 Travel, Meals and Entertainment Expenses](#)  
                              [Policy 9001 Student Conduct](#)  
                              [Policy 9012 Recognition of Student Groups](#)

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