

To: Baruch College Deans, Department Chairs and Faculty  
From: Provost David P. Christy  
Subject: Guidelines for Undergraduate and Graduate Students Participating in Sponsored Trips  
Date: May 15, 2014

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Off-campus trips arranged by faculty members or other members of the Baruch College provide a valuable learning experience for our students. To ensure that the planning of such trips address health and safety concerns and that the proper student waivers are obtained, any faculty or non-faculty member who is planning a student trip must follow the procedures set forth in **CUNY Domestic Travel Guidelines**,

<http://www.cuny.edu/about/administration/offices/ehsrm/policies/travels/domestic-travel-guide.pdf>

**or the CUNY International Travel Guidelines.**

<http://www.cuny.edu/about/administration/offices/ehsrm/policies/travels/intl-travel-guide-11.11.13.pdf>

These guidelines outline the trip approval process and contain the waivers that students must complete and sign before leaving for the trip. The waivers should be sent to the Baruch College Office of Legal Counsel and Labor once completed.

All student organization travel must be approved by the Assistant Vice President for Student Affairs or designee, and all academic-related student travel must be approved by Provost (David P. Christy) or his designee. Incomplete documents cannot be approved.

Any questions regarding the guidelines or domestic travel should be brought to the attention of the Office of Legal Counsel and Labor at 646-312-3320.