

## Section 6 - Academic and Faculty Policies

### 6.1 Academic Policies

Student focused Academic Policies can be found in the Academic Policy Manual

### 6.2 Faculty Related Policies

#### 6.2.1 Calendar Structure & Class Schedule

#### Standards

1. Minimum of 750 minutes per credit-hour, 2250 per 3-credit, 3000 per 4-credit.
2. 35 MWF 3-credit classes per term at 65 minutes in length.
3. 28 TR 3-credit classes per term at 81 minutes in length.
4. 13 evening One-day-a-week 3-credit classes at 180 minutes in length.
5. Minimum of 12 lab sessions per semester.

Credit Hours Course	Total Minutes
Per Credit	750
3	2250
4	3000

# of Days	Class Length (min)	Total Minutes
38 / 39	65 / 60	3000
34.6	65	2250
27.8	81	2250

- 3-credit Classes
  - 18 TR Classes of 81 minutes in length provides 2268 minutes, 18 minutes more than required minimum of 2250 minutes.
  - 35 MWF Classes of 65 minutes in length provides 2275 minutes, 25 minutes more than required minimum of 2250 minutes
- 4-credit Classes
  - 38 MWF Classes of 65 minutes in length plus an additional 9 60-minute sessions on either Monday, Tuesday or Thursday for a total of 3010 minutes, 10 more than required minimum of 3000 minutes.

#### Yearly Calendar Fixed Structure

##### Fall Semester

- Start on the Tuesday before or after Labor Day.
- When starting before Labor Day there would not be class on Labor Day.
- The last day of Classes shall be no later then December 11.
- The last day of finals shall be no later then December 18.
- The Monday before the Tuesday class start shall be a registration/orientation day
- Columbus Day and a WRF 3-day Thanksgiving break shall be observed.
- Monday evening One-day-a-week classes will be held on Columbus Day, Classes resume at 4:00PM.
- Final Exams will start the day after classes end and run for 5 days not including Sat or Sun.
- MWF 3-credit class have 3 flex-days to accommodate storm-days and for faculty planning.

Spring Semester

- Start on the second Wednesday of January.
- The last day of classes shall be the last Thursday in April.
- The last day of finals shall be no later than May 10.
- There will be one advising day in week 10.
- There will be an Academic Symposium day in week 13.
- Easter break shall include Good Friday and Easter Monday.
- Spring Break shall be one full week Monday -- Friday.
- Monday evening One-day-a-week classes will be held on Easter Monday.
- The Friday after classes end will be a Junior Senior day w/o classes.
- Final exams will start on Monday run for 5 days.
- MWF 3-credit class have 3 flex-days to accommodate storm-days and for faculty planning.

**Flexible Structure**

- There will be one faculty development / student programming day in week 5 Fall and Spring.
  - Week 5 is selected for student retention reasons.

**Class Schedule**

**3 Credit Classes**

Same as Current				Proposed			
Period	MWF			Period	TR		
	start	end			start	end	
1	7:45:00 AM	8:50:00 AM	1:05	1	7:45:00 AM	9:06:00 AM	1:21
2	9:05:00 AM	10:10:00 AM	1:05	2	9:20:00 AM	10:41:00 AM	1:21
Chapel	10:25:00 AM	11:15:00 AM	0:50	3	10:55:00 AM	12:16:00 PM	1:21
3	11:30:00 AM	12:35:00 PM	1:05	Community 1.5 hour			
4	12:50:00 PM	1:55:00 PM	1:05	4	1:45:00 PM	3:06:00 PM	1:21
5	2:10:00 PM	3:15:00 PM	1:05	5	3:15:00 PM	4:36:00 PM	1:21

**4 Credits Class Options**

There are four different options for delivering a 4-credit course within the proposed calendar. These four options, along with careful scheduling, will allow a student to have up to four 4-credit classes in a given term. Rarely does a student ever have three 4-credit classes in a semester.

1. All 38 MWF      9 out of 14 Tuesday Community Hour
2. All 38 MWF      9 out of 14 Thursday Community Hour
3. All 38 MWF      9 out of 12 Monday "Chapel Hour"
4. All 38 MWF      9 60-minute sessions designated during the lab time connected to the course There remains room for up to 3 flex-days if more than 9 of the T, R, M class times are used.

Columbus day evening and Easter Monday evening provide the 13<sup>th</sup> Monday needed for one-day-a-week classes

**Laboratory**

1. 1, 2, 3, 4, and 5 hour labs are necessary depending on course and content (variable credit)n5-hour TR Labs will be scheduled to end no later than 6:45.
2. Labs will be scheduled to start as early as feasible.

	Number of Lab Sessions				
	Mon	Tue	Wed	Thur	Fri
Fall one day a week	12	15	13	13	13
Spring one day a week	12	14	13	14	13
Fall 2 sections Mon, Tue	12		12		
Spring 2 sections Mon, Tue	12		12		

Fall Day/Lab count				
MWF		TR		
38		28		
M-T Lab		W-Th Lab		
12		12		
Number of Class Days				
12	15	13	13	13
Mon	Tue	Wed	Thur	Fri

Spring Day/Lab count				
MWF		TR		
38		28		
M-T Lab		W-Th Lab		
12		12		
Number of Class Days				
12	14	13	14	13
Mon	Tue	Wed	Thur	Fri

## 6.2.2 Classroom Use Policy

**Intent:**

The classroom and laboratory facilities of Eastern Nazarene College that are allocated to academic scheduling through the Registrar's Office are dedicated primarily for the use of the instructional program. All other uses of general purpose classrooms are secondary to the instructional needs.

**Policy:**

1. ENC's classrooms are assigned on the established priority basis listed below.
  - a. Regularly scheduled classes for all programs: traditional undergraduate, AGS, and graduate programs.
  - b. Special classes/class meetings (including but not limited to supplemental instruction, make-up classes, review classes, snow-day make-ups).
  - c. Examinations.
  - d. Faculty committee and departmental meetings.
  - e. Special academic events (e.g., guest lecturers, symposia).
  - f. Student organization meetings.
  - g. Outside organizations.
  
2. Use of classrooms beyond the instructional program:
  - a. General purpose classrooms requested for non-instructional purposes by members within the ENC community are assigned only after the needs of the instructional program have been met.
  - b. Facilities are provided to recognized campus-based activities on an impartial basis, subject to the requirements of this Classroom Use Policy, and other established College rules and regulations
  - c. ENC will not provide facilities for any activities which it judges to be inconsistent with the mission of the College, or have likelihood of interfering with the processes of the College, of infringing upon the rights of others, or of endangering the health or safety of the College community or their guests.
  - d. In order to maintain the facilities properly, authorized College staff and security personnel reserve the right to access all facilities at all times.
  - e. Identification of any individual on the premises of the College may be required at any time at the discretion of an appropriate College Administrative Representative or College Security Personnel.

**Procedure:**

1. Classrooms for instructional use for Main Campus programs are assigned by the Registrar based on class enrollment and instructional requirements.
2. Classrooms for AGS programs are assigned to cohort groups by the Associate Registrar for AGS.
3. Requests for general purpose classrooms for non-instructional purposes by members within the ENC community are made through the Registrar's Office.
4. Requests for use of rooms by outside organizations are made through the Coordinator for Conference Services. Applicable fees will be charged.

**History:**

First draft: 10-17-2007 Approved by APC 12-03-2010 Approved by Faculty 1-20-2011

### 6.2.3 Assistance for Graduate Study Policy

**Intent:**

Eastern Nazarene College recognizes and supports the need for faculty who do not hold a terminal degree in their field to pursue an advanced degree in order to remain employed under the guidelines of section 3 of the Faculty Handbook. Faculty may request tuition assistance towards advanced degrees under the following guidelines.

**Implementation:** This policy will be in effect for all faculty receiving assistance as of academic year 2012-2013. The policy does not apply to assistance granted prior to the 2012-2013 academic year (i.e. obligations outlined in item #7)

**Policy:**

1. Eligibility: Full-time faculty in tenure-track faculty positions who do not already have a terminal degree within their field.
2. Faculty must maintain full time employment status and a satisfactory employment record during the course of study.
3. Policy parameters:
  - a. ENC will provide
    - i. 50% of tuition costs and course/dissertation related fees.
    - ii. up to \$500/year for dissertation-related expenses.
  - b. General student-fees, books, and other non-course and non-dissertation related expenses are the responsibility of the faculty member.
  - c. The maximum assistance per academic year shall not exceed \$5000.
  - d. ENC will provide support for up to a maximum of four continuous years of course study and up to four years of dissertation support.
  - e. For faculty who are already in a program of study on hire, a pro-rated timetable will be negotiated and clarified when hired.
  - f. The maximum overall assistance provided to the faculty shall not exceed \$22,000. (i.e. 4 years of tuition = \$20,000 + 4 years of dissertation = \$2,000).
  - g. Should the faculty member opt for a course release as outlined in 3h, the course release will be factored into the overall assistance at the equivalent level of \$2500 per course.
  - h. In lieu of tuition assistance, the faculty member has the option of requesting up to four course releases during the completion of the terminal degree with no more than two in one year as per the *Policy for Tenure-track Faculty without a Terminal Degree*. All course releases must be arranged and approved by the department chair or division chair, as appropriate, before being submitted to the Provost for approval.
4. In order to receive reimbursement for allowable costs, faculty must provide official proof of payment as well as official proof of successful completion of the coursework as defined by the terminal degree granting institution.
5. ENC will provide Assistance for Graduate Study on a semester-by-semester basis when the faculty member has an approved academic plan, approved Assistance for Graduate Study reimbursement request form, signed tuition repayment agreement and submits an invoice from the terminal degree granting institution. The faculty member must also present evidence of successful completion of each course at the end of each semester in the course of study.

6. This Program is funded on a year-to-year basis, with the level of funding determined by the college budgeting process.
7. Faculty receiving Assistance for Graduate Study have an obligation to Eastern Nazarene College as outlined below:
  - a. Faculty who receive Assistance for Graduate Study will be required to sign a loan agreement with Eastern Nazarene College.
  - b. It is expected that the faculty member will remain employed full-time with the college for a minimum of four full years following the receipt of their terminal degree. In the event of a voluntary employment termination (Resignation or Retirement, as per section 405 of the Employee Handbook), the faculty member must reimburse the college for the cost of disbursed Assistance for Graduate Study according to the following schedule:
    - i. departure prior to receipt of the terminal degree – 100% is owed to the college.
    - ii. departure after the 1<sup>st</sup> year – 25% of the cost is forgiven and 75% is owed to the college.
    - iii. departure after the 2<sup>nd</sup> year – 50% of the cost is forgiven and 50% is owed to the college.
    - iv. departure after the 3<sup>rd</sup> year – 75% of the cost is forgiven and 25% is owed to the college.
    - v. departure after the 4<sup>th</sup> year – 100% of the cost is forgiven and nothing is owed to the college.
8. The faculty or staff member must reimburse the college for any course that is not successfully completed.
9. Tax implications for tuition assistance will be reviewed on a case-by-case basis as per IRS Guidelines in IRS Publication 970, ([irs.gov/pub/irs-pdf/p970.pdf](https://www.irs.gov/pub/irs-pdf/p970.pdf)). If the tuition assistance is deemed a taxable expense, it will be reimbursed via Payroll check.

### **Procedure**

1. A letter of intent must be submitted to the Office of the Provost by December 1<sup>st</sup> of the academic year prior to enrolling in graduate courses. This letter must contain information regarding the educational institution; planned course of study, degree sought, and tuition costs.
2. The Office of the Provost will reply to the faculty member by January 15<sup>th</sup> of the academic year prior to enrolling in graduate courses as to approval to apply for the Assistance for Graduate Study.
3. By February 1<sup>st</sup> of the academic year prior to enrolling in graduate courses, the faculty member must complete the full application for Assistance for Graduate Study including a detailed academic plan, Assistance for Graduate Study reimbursement request form and a signed tuition repayment agreement. Forms are available in the Office of the Provost.
4. Newly hired tenure track professors may apply before the beginning of the upcoming semester. The application must provide registration documentation for the approved program of study.
5. At the end of each semester, the faculty member will present an official Bursar's receipt/invoice and academic transcript to the Office of the Provost.

**History:**

1. Policy revised and reviewed by the President's Cabinet August 2011 and by the Dean's Advisory Cabinet, Academic Policy Committee, and Department Chairs during September and October 2011.
2. Policy brought to the November 3, 2011 faculty meeting for discussion and review. Adoption postponed until it could be realigned with the new **Policy for Tenure-track faculty without a Terminal Degree.**
3. Reviewed by Academic Policy Committee and approved by the President's Cabinet September 2012.
4. Presented to the faculty on September 20, 2012.



### 6.3.4 Granting Faculty Emeriti Status Policy

**Intent:**

To recognize faculty members who retire after 20 or more years of full time teaching at Eastern Nazarene College.

**Policy:**

1. Faculty members who have taught full time at Eastern Nazarene College for 20 years or more and who retire in good standing are eligible to be granted emeritus status.
2. Faculty members must be nominated for emeritus status by the Provost and the President of the College.
3. Faculty must be approved by the Academic Committee of the Board of Trustees for the College.
4. Emeritus faculty may continue to teach part time or on a course by course basis at the discretion of the Provost.
5. Emeritus Faculty Privileges:
  - **Baccalaureate and Commencement:** Emeritus faculty members are invited to attend all full regalia events and to march with the faculty.
  - **Campus Facilities:** Emeritus faculty will have access to the library, all athletic facilities and both mail and email services.
  - **Courses:** Emeritus faculty can enroll and attend classes free, subject to space availability and approval from the instructor.
  - **Directory Listing:** Emeritus faculty shall be listed in the college telephone directory. Faculty should inform their department office of any change in address.
  - **Office Space:** In cases where emeritus faculty continue to be active members of the teaching community (teaching, committee work, etc.) office space may be granted, depending on the availability of suitable options.

**History:**

1. Emeriti Status Policy and Emeritus Faculty privileges approved by Faculty 3-05-2009
2. Policies reviewed and combined into one document 3-08-2011

### 6.3.5 Guidelines for Mentorship in the Tenure process

**Intent:**

This policy is intended for faculty in tenure track positions who are at the rank of Assistant Professor. During the probationary contract period it is important that ENC offer appropriate guidance to all tenure-track faculty seeking to achieve promotion and tenure at ENC. It is the responsibility of the faculty member in consultation with their department chair to request and orchestrate the support outlined below.

**Policy:**

1. A tenure and promotion workshop will be held annually in the fall to outline the tenure and promotion policy process and portfolio construction. Faculty at the rank of instructor who may choose to pursue tenure at a later time are encouraged to participate in these workshops.
2. During the probationary contract period, a yearly sequence of guidance toward tenure and promotion will be provided.
3. Prior to the start of the third year of the probationary contract period, all tenure-track faculty shall select three tenured faculty members to serve on a *Promotion and Tenure Advisory Team*. The duties of the Promotion and Tenure Advisory Team shall consist of:
  - i. This advisory team should serve to provide advice and guidance to help the tenure-track faculty member orient her/his work at ENC toward the goal of developing a successful tenure and promotion portfolio.
  - ii. The advisory team shall select a chair who will be responsible for calling the annual meetings and communicating with the faculty member. The chair can rotate among the advisory team each year until the faculty member is evaluated for tenure.
  - iii. In year three, the Promotion and Tenure Advisory Team shall assist the faculty in preparing a mid-probationary review portfolio.
  - iv. The advisory team will meet with the faculty member at least once a year to provide ongoing guidance toward maintaining their portfolio and moving toward applying for promotion and tenure commensurate with the faculty manual timeline and guidelines.
4. All tenure-track faculty shall submit a mid-probationary review portfolio to the Office of the Provost before the end of the third year contract period. All tenure-track faculty shall undergo a mid-probationary review by the tenure committee during the Fall of the fourth year of the probationary contract period. The mid-probationary review portfolio shall be assessed against the tenure criteria standards. The outcome of this review shall be either:
  - i. An endorsement that the faculty member is adequately on a career path to successfully meet or exceed the tenure standards.
  - ii. A recommendation that the faculty member adjust their focus and/or time management in order to establish a better workload balance to best ensure that they are on a path to meet the tenure standards.
  - iii. A determination that the faculty member is not on a path to meet the tenure standards at ENC within policy guidelines.
5. The results of the mid-probationary review shall be submitted in writing to the Provost within one weeks of the review. A copy of the letter shall be provided to the faculty member under review. The faculty member may elect to provide a written response to the results of the review within two weeks of receipt of the review letter.

## Procedure

1. The following timeline sequence will be followed during the Probationary contract period for faculty in tenure track positions who are at the rank of Assistant Professor:
  - **Year one:** Newly hired faculty shall attend a New Faculty Orientation held annually in the Fall. Tenure and Promotion policy and procedure will be reviewed as part of this orientation.
  - **Year two:** Tenure---track faculty member shall attend a Tenure and Promotion workshop offered by the Office of the Provost.
  - **Year Three:** All tenure---track faculty members will choose three tenured faculty who will serve on a *Promotion and Tenure Advisory Team*. A mid---probationary review portfolio shall be submitted to the Office of the Provost by May 15<sup>th</sup> of the third year of the probationary contract period.
  - **Year Four:** In the fall, a mid---probationary review shall be conducted by the tenure committee in consultation with the *Promotion and Tenure Advisory Team*.

## History:

- Reviewed by APC on 1.12.2012, 3.1.2012, 4.5.2012
- Reviewed by faculty on 3.15.2012, Approved by faculty on 4.18.2012.3.6

### 6.3.6 Policy for Tenure-track faculty without a Terminal Degree

**Intent:**

To ensure that tenure-track faculty have the appropriate time and support to move toward promotion and tenure in a timely manner.

**Policy:**

1. Faculty in a tenure-track position who are not already enrolled in an approved terminal degree program must enter an approved terminal degree program within one academic year of starting at ENC.
2. The faculty member has the option, on hire, to be placed at the Instructor rank for up to 3 years. Faculty who are not yet enrolled in a terminal degree program would then have the option of remaining at the rank of instructor during the first two years of their course of study for a total maximum of three years at the instructor rank at ENC.
3. Faculty who choose to be placed at the rank of Instructor on hire, are required to seek promotion to Assistant Professor no later than during the third year at the rank of instructor. If the terminal degree is completed prior to the third year, then the faculty member is required to seek promotion to Assistant Professor during the year that the terminal degree is completed. On promotion to Assistant Professor the tenure clock would start.
4. The faculty member must submit an academic plan to be approved by the Provost. This plan must include an estimated date of completion for the terminal degree.
5. The faculty member must present evidence of timely progress towards achieving the terminal degree by submitting an official academic transcript at the end of each semester in the course of study.
6. ENC may provide assistance to aid in the pursuit of the terminal degree. This assistance shall come in the form of either financial support or course release time. While pursuing the terminal degree, the faculty member may choose one of the following two options in any given year.
  - a. request financial graduate assistance as per the Graduate Assistance Policy.
  - b. make use of course releases to be used at the discretion of the faculty member
    - i. with no more than two in one year.
    - ii. no more than four total during the completion of the terminal degree.
    - iii. all course releases must be arranged and approved by the department chair or division chair as appropriate.

**Procedure:**

1. An academic plan must be submitted to the Office of the Provost with the following information: name of educational institution, planned course of study, degree sought, and length of program.
2. At the end of each semester, the faculty member will present an official academic transcript to the Office of the Provost. The transcript should be submitted no more than 4 weeks after the end of the completed semester.
3. Faculty have the option to appeal a department or division chair's decision to deny an instructor's request to opt for the course release (policy 6b). A letter of appeal should be submitted to the Office of the Provost along with a copy to the department or division chair

**History:**

- Reviewed by APC on 1.12.2012
- Edited and formatted for APC review on 2.2.2012, reedit approved by email vote on 2.13.2012, sent back to APC from the 2-15-2012 faculty meeting to clarify item #6, reviewed and approved by APC on 3-1-2012.
- Approved by Faculty at the March 15, 2012

6.3.7 Sabbatical Leave Policy

**Intent:**

A sabbatical leave rewards ENC faculty with professional leave for the purpose of professional development and for the enhancement of the faculty member’s ability to contribute to the college.

**Policy:**

1. All members of the faculty at the Assistant Professor, Associate Professor, or Full Professor rank.
2. Faculty may apply for the initial sabbatical leave during the sixth year of full--- time teaching at Eastern Nazarene College for a sabbatical leave during the seventh year.
3. For subsequent sabbaticals, the faculty member shall be eligible every seventh year after the granting of the initial leave.

Academic Years at ENC	1	2	...	6	7	8	9	...	13	14
				Apply	Sabbatical Taken				Apply	Sabbatical Taken

4. Sabbatical leave is given with the expectation that the faculty member will return following their leave.
5. Sabbatical leave shall consist of one full academic year leave of absence at half--- salary or one full semester leave at full salary. During such leave normal fringe benefits (College contribution to the retirement annuities, medical and group life insurance) will be continued.
6. Leaves should generally not be for more than one year plus contiguous summers. Leaves for as long as a year will not interfere with salary increases or promotions in rank.
7. The sabbatical application process shall consist of: a formal letter of intent submitted to the Provost& COO, a proposal reviewed by the Instructional and Professional Development (IPD) committee, an IPD recommendation to the Provost, a letter of response from the Provost to the applicant.
8. The faculty member granted a sabbatical must submit a written report at the conclusion of the sabbatical leave outlining the activities and achievements of the sabbatical as they relate to the plans and objectives stated in the proposal.
9. The College reserves the right to deny a request for a leave, either for financial or educational reasons, even if the faculty member is eligible and the purpose of the leave is valid. It will strive to deny appropriate leaves as infrequently as possible and, when it must deny them, with as much equity as attainable, considering both the purpose for which the leave is requested and the time since the individual has had equivalent opportunity for scholarly growth.

**Procedure:**

1. A formal letter of intent must be made in writing to the Provost by November 15<sup>th</sup> of the academic year prior to the desired academic year for sabbatical. Such request should outline the general nature of the proposed program of study or research together with its purposes and expected benefits to the individual and the College.
2. A detailed sabbatical application must be submitted to the IPD committee on or before January 15<sup>th</sup> of the academic year prior to the desired academic year for sabbatical. Proposal guidelines and structure can be obtained from the chair of IPD.
3. The Instructional and Professional Development (IPD) committee shall review all sabbatical applications and submitted a recommendation letter to the Provost on or before February 28<sup>th</sup> of the academic year prior to the desired academic year for sabbatical.
4. The Provost shall inform the applicant of the decision by April 1<sup>st</sup> of the academic year prior to the desired academic year for sabbatical.
5. Typically two sabbatical leaves can be awarded for any academic year.
  5. The IPD shall evaluate the application guided by a point system, which shall include points assigned for years of service, for the quality of the written proposal as well as the benefit to the professional development of the faculty member and to the enhancement of the faculty member's contribution to the College.
  6. The following point schedule will be used for ranking Sabbatical Leave proposals:

Points	Category	Points
Up to 20	Academic Years at ENC when applying for initial sabbatical or since prior sabbatical	
	Years	
	6-9	5
	10-13	10
	14-17	15
	18+	20
Up to 10	Explain the overall purpose to be achieved during this sabbatical leave	10
Up to 30	Explain the specific objectives for fulfilling this purpose	
	i. Specific areas of study/research/writing/teaching/involvement	15
	ii. Specific activities within these identified areas.	10
	iii. Proposed timeline/target dates for accomplishing these specific activities	5
Up to 35	Explain the impact of your proposed sabbatical on:	
	Teaching students	15
	Advising and mentoring students	10
	Personal and professional development	10
	What is it that motivates or excites you about this proposed Sabbatical	5
<b>Up to 100</b>	<b>Total possible points</b>	<b>100</b>

**History:**

- Format revised 6.25.2007
- Reviewed and edited for APC on 10.20.11 Approved by the Faculty 11-03-2011

### 6.3.9 Travel Course Policy and Procedures

**Intent:**

To provide guidelines for faculty interested in planning a travel course.

**Policy**

1. As early as possible, however no later than 3 months prior to the academic year, the course offering must be approved by the Office of the Provost. Even if this is a course that has been offered in the past, or is on a regular rotation, each individual occasion the course is offered must be approved by the Office of the Provost.

Include the following when proposing the course:

- A rationale for the current offering of the course (who needs it or would benefit from it; why off campus? Etc).
  - An itemized budget that includes the details included in the cost per student, cost per chaperone, and any peripheral costs that can be anticipated.
  - The course budget must demonstrate that the course fees cover the entire cost of travel (beyond the cost of tuition).
  - A course syllabus that includes a proposed itinerary (dates, locations, housing, contacts) which should be updated prior to departure.
2. Advertising for the course can begin only after the Office of the Provost has approved the offering.
  3. Once a tentative list of interested students has been gathered, the professor must check students' eligibility to travel with the Office of Student Life and also in terms of academic standing with the registrar's office.
  4. Next, students should be registered for the course so that the bursar's office can begin assigning course costs to students' accounts. Tuition must be charged in the semester in which course credit is granted.
  5. Reservations, ticketing, and contracts should not be commenced until the class list is established. Under no circumstances should purchases pertaining to the trip be made prior to the Office of the Provost granting approval for the course offering.
  6. At least one chaperone must be an ENC faculty member. Chaperone(s) will never leave the students alone overnight.
  7. Before departure, students must sign a travel covenant form (submitted to the Office of the Provost before departure) that clearly states that ENC lifestyle covenant remains in effect while off campus.
  8. The chaperone(s) have ultimate authority while off campus; if a chaperone judges a student's behavior to be inappropriate, they can choose to send that student home at any time (at the student's expense).
  9. The Office of the Provost must approve significant deviations from the travel itinerary (such as a change in countries or dates of travel) and the professors must communicate these approved changes to the registrar's office.
  10. No travel courses will be permitted to go to countries on the State Department's Travel Warning List ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)).

**History:**

- Adopted by the Faculty on 3-5-2009 and reviewed on 3-08-11.