

Deans Policy and Operating Memorandum 02-7*

OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

MADN-ORD

15 July 2008

Memorandum No. 02-7

EDUCATIONAL TRIPS

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1. Purpose. This memorandum prescribes policies and procedures regarding educational trips.
2. Applicability. This memorandum applies to all agencies of the Office of the Dean which take cadets away from West Point for educational purposes. It does not apply to extracurricular activities or intercollegiate athletic trips.
3. General. Educational trips are authorized for academic courses, independent study requirements, special events, capstone projects or design team research, and academic presentations. Educational trips provide academic benefits not available at the Academy itself that are important to meet educational objectives. The following principles govern such trips:

*This DPOM supersedes DPOM 2-7, dated 1 July 2003.

a. Whenever possible, accomplish educational objectives using the extensive resources available at West Point.

b. Trips should be efficient. They should take place as close to USMA as possible and the time away from West Point should be primarily devoted to academic purposes.

c. Trips should be scheduled to minimize interference with other major activity directorates' and academic departments' activities. Participation in the trip section should not jeopardize cadets' performance in other courses. As participation normally results in cadets missing other departments' classes and reduces time available to devote to other academic requirements, sponsors will carefully analyze the benefits of each proposed trip. The Dean's guidance is that two hours of preparation time should exist for each hour of class time. The sponsoring department must be cognizant of the need to recompense cadets for time away from USMA. When preparing course syllabi and homework assignments, if participation in a trip prevents cadets from preparing or attending class (in the sponsoring or in another department), departments should consider means to provide adequate compensatory time.

d. Trips to seminars or conferences will normally not be permitted simply to expose cadets to the proceedings or to have them act as spectators. Cadets' participation in conferences should be to give presentations or to act as delegates or representatives. If this is not the case, the sponsor should provide sufficient justification.

e. Trips will not be used to reward students, glamorize a course or department, or serve as an elective recruiting inducement.

4. Definitions.

a. Mandatory educational trip. A trip sponsored by an academic department and compulsory for all cadets enrolled in an academic course of the sponsoring department. Trip-related costs such as transportation, tickets, meals, etc., will not be defrayed by cadets.

b. Voluntary educational trip. A trip sponsored by an academic department for cadets who volunteer to participate in the trip. Trip-related costs may be defrayed by cadets. No coercion, implicit or otherwise, will be used to induce cadets to participate.

c. Academic Day. The academic day consists of the morning and afternoon class periods and is specified each year in the Class Schedule for that academic year, published by the Office of the Dean, Operations and Registrar Division (ORD).

d. Exception Period. A full day consists of three exception periods: two academic half-days (morning class period or afternoon class period), and the Evening Study Period (ESP).

5. Cadet Participation. Cadet participation in educational trips, whether mandatory or voluntary, becomes a duty once the cadet's name appears on the trip roster. Cadets must then participate in the trip unless they are:

a. Excused by the Superintendent, Dean of the Academic Board, or sponsoring academic department. The Commandant of Cadets, Director of Intercollegiate Athletics, or the head of an academic department may object, for cause, to a cadet's participation (such objections will be considered on a case-by-case basis).

b. Scheduled for a required laboratory (R/S/T/U periods) or written partial review (WPR) during the period of the trip. Cadets must arrange to take the WPR at an alternate time, make-up the missed lab, or obtain a waiver from the appropriate department in order to participate.

c. A member of a corps squad team that has a scheduled competition or a practice for a scheduled United States Naval Academy, United States Air Force Academy, or Royal Military College competition, unless the Director of Intercollegiate Athletics grants a waiver excusing them from the practice or competition.

6. Trip Limitations.

a. The Office of the Dean, ORD must approve all educational trips.

b. Educational trips will not be scheduled during the two weeks prior to the beginning of term-end examinations.

c. Sponsors will make every effort to schedule educational trips to begin and end within the academic day. If a trip is to extend beyond the academic day, the trip will be designated as a voluntary trip and the Commandant, United States Corps of Cadets (USCC), or the Director of Intercollegiate Athletics (ODIA) may remove cadets from the trip section if their absence will interfere with other required duties.

d. If a trip requires an overnight stay, it should be scheduled in conjunction with a weekend. For example, cadets should travel on Sunday and return on Monday or depart after class on Thursday with a return on Saturday. Requests for exception will explain why part of the travel cannot occur on a weekend and will address the impact of missed classes.

e. Total academic time lost per term for trips devoted to a single course or program will normally not exceed two class days or seven exception periods. These seven exception periods would consist of: ESP of day 1, two academic half-days and ESP on day 2, and two academic half-days and ESP of day 3. Whenever possible such trips will take place in conjunction with weekend leave. Sponsors should examine carefully and justify such trips.

f. The sponsoring academic department must coordinate funding for mandatory educational trips with the Office of the Dean, Plans and Resources Division (PRD). Departments may choose to defray cadet expenses on voluntary trips.

g. Sponsors will ensure that educational trips are the most economical and pedagogically sound method to obtain the expected educational benefits. There is no specific distance limitation, but sponsors must consider the distance and mode of travel involved and should ensure that the time and expense involved are appropriate to the educational benefit.

h. If the trip is to extend into a time period controlled by the Commandant (beyond the academic day or a Commandant's Saturday), sponsors will address this with adequate justification when submitting their requests.

7. Responsibilities.

a. Cadets are responsible to:

- (1) Advise their chain of command as soon as possible of their intention to go on the trip.
- (2) Keep the academic department and their chain of command advised of their eligibility.
- (3) Identify any conflicts and advise their instructors and chain of command.
- (4) Coordinate either alternate dates or times to make up R/S/T/U laboratories and/or WPRs or obtain waivers.

b. Sponsoring academic departments are responsible to:

- (1) Arrange funding for the trip through the Office of the Dean, PRD.
- (2) Request appropriate TDY orders for faculty participants.
- (3) Arrange ground transportation support from the USMA Transportation Motor Pool and all escort and cadet air travel through the Official Travel Office.
- (4) Coordinate messing arrangements and/or drawing of ration monies per reference 9b.
- (5) Identify and resolve conflicts with scheduled labs and WPRs, other approved trips, and known academic events prior to submitting the trip request. Tools available to accomplish this are the Academy Master Schedule and the WPR Schedule, posted by the Office of the Dean, ORD. Resolution of conflicts should be accomplished at the lowest level, (e.g.: between course directors). When significant conflicts are discovered, alternate trip dates should be identified.
- (6) Submit the trip request electronically. Sponsors must submit requests through the web based application for Department approval, funding approval, Dean's approval, and USCC approval (Ref paragraph 8 for specific procedure).
- (7) Inform cadets of their responsibilities in paragraph 7a above.

(8) Assist cadets in coordinating alternate R/S/T/U laboratories, WPR periods, or obtaining necessary waivers.

(9) Obtain exception to USCC SOP uniform requirements if necessary.

(10) Continue to coordinate with cadets, their chain of command, and USCC to verify cadet eligibility and to ensure the trip roster is accurate.

c. The Office of the Dean, ORD, is responsible to:

(1) Approve or disapprove the trip and proposed date.

(2) Inform the sponsor of approval or disapproval via e-mail from web based application.

(3) Post (electronically) on the WPR Schedule the approved trips to enable academic departments, USCC, ODIA, and other USMA activities to be aware of them.

8. Administrative Procedures.

a. Educational trip requests will be initiated in accordance with respective academic department guidelines and submitted electronically using the web based application. The purpose and educational value of the proposed trip must be fully explained. The fact that similar trips have been approved previously is, by itself, insufficient justification. Each trip will be approved/disapproved on its own merits.

b. The earlier a trip request can be submitted the better; however, it should not be submitted before being de-conflicted. **Requests must be submitted for arrival to ORD/PRD no later than seven working days prior to the event.**

c. The sponsor should identify and resolve conflicts as much as possible prior to submitting the trip request. ORD will continue the de-confliction process upon receipt of the request.

d. The names of cadets participating will accompany the request. The requester may subsequently change the roster of cadets by editing the trip request as soon as known, but no later than 7 working days prior to the trip.

e. Ration Request/Box meals: Please see Appendix C. Rates are subject to change with each fiscal year.

f. All educational trip sections will stand inspection at the Central Guard Room prior to departure. Unless exception has been granted, the trip uniform will be as specified in the USCC SOP. At the inspection, the course director or trip OIC will view and verify the roster of participants with the Central Guard Room and will ensure the emergency address and telephone number for the trip are accurate.

9. Alcohol Policy. Cadets may not consume alcohol while on Academic Trips. OIC's may request exception to this policy by submitting a written request to the Dean of the Academic Board at least ten (10) days prior to the beginning of the Academic Trip. The request must include the specific details and circumstances warranting an exception consideration.


10. References.

a. USCC Standard Operating Procedures (SOP) for USCC, paragraph 812.

b. USMA Treasurer's Office Memorandum, Drawing Ration Money for Educational Trips, Appendix B.

11. Proponent. The proponent of this Dean's policy and operating memorandum is the Office of the Dean, Operations and Registrar Division, (MADN-ORD), x2051.

FOR THE DEAN OF THE ACADEMIC BOARD:


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