Maryland Carey Law Student Travel Policy

The opportunity to represent Maryland Carey Law as a member of a recognized student organization or co-curricular team is an excellent learning opportunity. It is also a privilege and responsibility that requires prior approval from law school administration. To seek approval, all requests for travel by recognized student organizations or co-curricular teams must follow the procedures described below. Given limited funds, not all requests will be approved. Requests will be evaluated case-by-case based on the overall benefit to the law school, the availability of funds, and other criteria described below.

Any student travel that has not been pre-authorized through this process will not be reimbursed by the law school. The Student Bar Association cannot approve travel for an individual student or team.

1. Requests by co-curricular teams to travel

The law school has several competitive teams that have associated academic credits. Each of these co-curricular teams is connected to a course that teaches related subject matter content, such as trial or oral advocacy, evidence, negotiation, mediation advocacy, or transactional drafting. Students on the co-curricular teams are typically selected through an intra-school competition. Students on the co-curricular teams must enroll in the course for credit. The courses may have prerequisites and the credit earned for these courses derives from their academic content, with the competition activity providing an opportunity to practice the skills learned. **All students on these teams must register for the associated academic credits.**

Each co-curricular team must submit their annual competition plan and Budget Proposal Form for review by **July 1** prior to the academic year in which travel will occur. The form will be sent to the Associate Dean for Academic Affairs, the Associate Dean of Student Affairs, and the law school's Controller. A form must be submitted for each competition in which the team anticipates competing, along with estimated budgets for each trip. Any adjustments for the Spring semester must be submitted by **October 1.**

These plans will be reviewed and approved by the Associate Dean for Academic Affairs (or designee), the Associate Dean of Student Affairs (or designee), and the Controller.

2. Requests by Student Organization to travel

A recognized student organization may seek approval for travel by its members to represent the law school at various events and competitions. The law school wants to ensure that students traveling on behalf of the law school are safe and represent the law school professionally and effectively. Travel is expensive and law school funding is limited. This section describes the process for student organizations seeking authorization for travel. The Student Bar Association cannot approve travel to events and competitions.

Travel requests will be considered on a case-by-case basis according to process and criteria described below.

a. Deadlines for Requests

Student organizations seeking approval for travel should submit the Request for Student Organization Travel form to the Associate Dean of Student Affairs for review. Any travel requests for the Fall semester should be submitted by **July 1** of that year. Travel requests for the Spring semester should be submitted by **October 1** in the previous Fall semester. Travel for the summer should be submitted by **January 30**.

Students should not register for any events without prior authorization through the above-referenced process. Expenses incurred without proper approval in conjunction with the UMB Concur Travel System will not be reimbursed.

b. Criteria for Review

Requests by student organizations for travel approval will be evaluated by the Associate Dean for Student Affairs (or designee), the Associate Dean for Academic Affairs (or designee), and the law school Controller. Requests will be evaluated on a case-by-case based on:

1. Benefit to the law school.
2. Commitment by the requesting students and sponsoring faculty advisor to ensure professional and effective representation of the law school.
3. Minimization of conflicts with students' academic obligations.
4. Minimization of conflicts with other law school co-curricular teams or organizations.
5. Reasonableness of proposed budget.
6. Availability of funding.
7. Compliance with law school and UMB Travel polices: UMB Policy on Business Travel for UMB Employees and Nonemployees - University of Maryland, Baltimore (umaryland.edu)

c. Additional Criteria for Competition Requests

Representing the law school in an external competition is a special responsibility that requires significant preparation and time commitment. Requests by student organizations for approval to travel to a competition should include the following:

a. **Preparation plan:** The request should include the names of the students who have committed to investing adequate preparation time for the competition or activity and the faculty member or coach who will be assisting and sponsoring the team. The request should describe the group's preparation plan to ensure appropriate representation of the law school. The request should describe the method by which the students have been selected for the competition.

b. **Commitment of students:** All students who intend to participate, and the sponsoring faculty or coach, must sign the travel request, indicating their commitment to investing the preparation and time required for the event, attending the event, representing the law school in a professional and responsible manner, and complying with all UMB travel policies.
c. **Conflicts of Interest with Co-curricular Teams:** It can be confusing for schools hosting competitions if multiple teams from the same law school register for a competition. The co-curricular teams regularly represent the school in certain competitions. Student organizations must consult with the law school's related co-curricular teams to ensure they are not already competing in the competition (for example, check with the ADR Team if it is a negotiation or ADR competition; the National Trial Team and Thurgood Marshall Team if it is a trial advocacy competition). If multiple teams want to compete in the same competition, they must coordinate with each other to resolve any conflicts, with co-curricular teams having priority for competitions in which they have previously competed.
d. **No 1L, 1E or 2E competition travel:** Given the academic demands of the first year of law school, and the time commitment involved in preparing for and competing in external competitions, first-year day and second-year evening students are prohibited from traveling to external competitions. (They may work with the team to assist with practice, so long as they do not miss class to do so.)
e. **Faculty advisor:** The faculty advisor/coach for the team must review and sign the request to ensure the reasonableness of the budget request and the commitment of the student members and the faculty advisor or coach to prepare adequately for the competition.