

COLLEGE SPONSORED STUDENT TRAVEL
Guiding Risk and Liability Practices and Procedures
Grand Rapids Community College
December 2018

Introduction and Purpose

GRCC is an open access college that prepares individuals to attain their goals and contribute to the Community. In order to achieve its mission, the College coordinates curricular, co-curricular and extracurricular experiences that occur both within and beyond the boundaries of College property. Examples of these experiences include, but are not limited to, athletic team competitions and training, class trips, culinary competitions, field trips, internships, music ensemble travel, recognized student organization and club travel, service learning or study away.

This document has been created to provide guidance for employees and students while coordinating and participating in a College Sponsored Student Travel experience. Maintained by the College Sponsored Student Travel Policy Review Team and in accordance with the College Sponsored Student Travel Policy and affiliated College policies, the following practices and procedures are designed to reduce the overall risk and liability for all parties involved and to ensure a quality experience. All employees and participants are required to adhere to the practices and procedures in accordance to the College Sponsored Student Travel: Guiding Risk and Liability Practices and Procedures including the approval of the travel experience and submission of travel forms.

College Sponsored Student Travel Policy Review Team

This team is charged by the Policy Review Team to review the College Sponsored Student Travel Policy and make recommendations for changes to the policy every four years. Recommendations are then brought to Cabinet for approval. Processes and procedures within the Guiding Risk and Liability Practices and Procedures document can occur at any point as recommended by the team. The team is made up of both faculty and administrators who either oversee an area that facilitates College Sponsored Student Travel experiences as well as faculty who coordinate College Sponsored Student Travel experiences. The team meets as needed and is led by the Director of Experiential Learning. Additional members include the Athletic Director, Dean of Instructional Support, Dean of Student Affairs, Director of Student Life and Conduct, Chief of Police and Executive Director of Budget and Business Services.

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Guiding Risk and Liability Practices and Procedures: Student Transportation

1. When coordinating a college sponsored travel experience and using a College provided vehicle; all GRCC employees and volunteers are required to follow the College Provided Vehicle Transportation Policy procedures.
2. Students using their personal vehicles:
 - a. Students may coordinate alternative means of transportation upon prior approval from the trip coordinator.
 - b. If transportation has been coordinated as part of the travel experience, yet students are needing to driving their person vehicles, then the student driver(s) must submit the Student Transportation Waiver two days prior to departure (especially those students participating in Athletic Department activities).
 - c. GRCC employees cannot coordinate and/or require students to carpool. Students choosing to carpool do so at their own risk.
 - d. Students may not be reimbursed for gas and/or mileage without prior approval from the trip coordinator.
3. GRCC employees traveling with students:
 - a. A GRCC employee is required to travel with students as part of the coordinated College Sponsored event/activity. Exceptions may be made depending on the nature of the travel. Prior approval may be granted by the area/department who has oversight over the travel experience (i.e. Athletics, Culinary Program, Experiential Learning, Student Life, etc.).
 - b. GRCC employees, coaches or volunteers may not transport students in their personal vehicles.
 - c. Friends or family members of GRCC employees are not allow to travel as part of the College Sponsored event/activity. Exceptions may be made depending on the nature of the travel. Prior approval may be granted by the area/department who has oversight over the travel experience (i.e. Athletics, Culinary Program, Experiential Learning, Student Life, etc.).
 - d. GRCC employees, coaches or volunteers traveling with students must follow College policy and ensure students adhere to the Student Code of Conduct and/or any other behavior expectations at all times.
 - e. All employees coordinating a travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
 - f. All non-faculty employees who coordinate, have a support role or participate on a College Sponsored Student Travel experience must submit an Employee Leave of Absence (LOA) form as soon as possible in advance of the anticipated absence and may need to use vacation time when appropriate.

ATHLETICS PROCEDURES & GUIDELINES

Definition

Athletic Events: Extracurricular experiences where students participating on a GRCC sports team travel for team competitions, practice and/or other team related functions.

Representing Office and/or Department

Athletics Department

Phone: 616-234-3990

Email: GRCCathletics@grcc.edu

Employee Procedures & Guidelines

- A. Coaches may not pursue coaching activities until all hiring or volunteer paperwork has been submitted to and approved by Human Resources.
- B. Coaches requesting a College (rented) vehicle must first have approval from the Athletic Director prior to any travel. Upon approval, they must complete the Michigan Department of State Record Lookup Request for Government Agencies form and submit to Campus Police at least 30 days prior to travel.
 1. Employees or Coaches should contact the Fieldhouse Director as early as possible to arrange a rental vehicle as well as any other procedural requirements.
 2. Coaches MUST be 21 years or older and an employee (or authorized volunteer) in order to operate a college vehicle (this includes rental vehicles).
- C. Coaches are to request transportation through the athletic department in advance and receive approval from the Athletic Director prior to any travel.
- D. Coaches will work with the Athletic Director to reconcile employee reimbursements, which may include mileage, food and other expenses that an employee incurred on the team's behalf or while on college sponsored travel in accordance to the 11.1 Employee Reimbursement and 11.4 Employee Travel policies.
- E. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
- F. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

Student Procedures & Guidelines

- A. Prior to participating in intercollegiate athletics at GRCC and traveling with any sports team, all Student-Athletes must complete and submit the following forms to the Athletic Department:
 - 1. Emergency Contact Information and Insurance Information
 - 2. Acknowledgment of Risk, Waiver and Release of Liability
 - 3. Assumption for Risk and Release for College-sponsored Group Travel
 - 4. Student Travel Expectations and Behavior Agreement

- B. All GRCC Student-Athletes will travel with their respective teams on the transportation provided by the college.
 - 1. If for any reason a Student-Athlete requests to use alternative transportation to or from an athletic event, a Student-Athlete Travel Waiver must be on file with the Athletic Department.

- C. Students are expected to adhere to both the Student Code of Conduct and the Student-Athlete Code of Conduct at all times.

CLASS TRIP & FIELD TRIP PROCEDURES & GUIDELINES

Definition

Class Trip: A curricular experience guided by learning outcomes where students spend structured time off-campus during, or in place of, their regularly scheduled class time.

Field Trip: A co-curricular experience as part of a course or College led group (i.e., ABO, TRIO, NEA, etc.) where students spend structured time off-campus.

Representing Office and/or Department

School of Arts and Sciences

Interim Associate Dean - Operations

Phone: (616) 234-3323

Email: lurakennett@grcc.edu

School of Workforce Development

Associate Dean - Operations

Phone: (616) 234-4340

Email: pamelamiller1@grcc.edu

Student Success & Retention

Associate Dean

Phone: (616) 234-4839

Email: ross@grcc.edu

Lakeshore Campus

Dean of Lakeshore Campus and Academic Outreach

Phone: (616) 234-4354

Email: dbclark@grcc.edu

(616) 234-4354

Employee Procedures & Guidelines

- A. Employees must complete the Employee Leave of Absence Form as soon as possible in advance of the anticipated absence and in accordance to the 11.4 Employee Travel policy.
 1. If the experience is a Class Trip, please select the corresponding box
 2. In the "Purpose of Leave" section of the form, please include:
 - a. the course(s) and section number(s) (if part of a course)
 - b. travel date(s),
 - c. trip location(s) and a description of the vetting process,
 - d. number of students participating,
 - e. student and employee costs, as well as a general ledger account number, to be used for reimbursements (in accordance to the 11.1 Employee Reimbursement Policy),
 - f. a description of how the trip will meet course outcomes (if part of a course)
 3. Students are never required to attend a trip and must be provided an alternative assignment if they are unable to participate.
 4. The trip coordinator must accompany the trip and serve as the primary point of contact and are fully responsible for all trip activities.

5. Whenever practical, the site of the trip should be visited in advance by the trip coordinator to evaluate and plan accordingly for potential risks.
- B. Upon prior approval, those trips that have an overnight stay are required to submit the GRCC Off Campus Student Travel Form 1-week prior to departure along with the following information to Campus Police.
 1. an itinerary
 2. list of trip participants
 3. the following student documents:
 - a. Assumption for Risk and Release
 - b. Emergency Contact Information (only if the trip requires an overnight stay)
 - c. Health Information Form (only if the trip requires an overnight stay)
 - d. Trip Travel Expectations and Behavior Agreement
 - C. If employees are needing to request a College (rented) vehicle, all drivers (faculty and staff only, no student drivers) must complete the Michigan Department of State Record Lookup Request for Government Agencies form and submit to Campus Police at least 30 days prior to travel.
 1. Employees should contact the Fieldhouse Director as early as possible to arrange a rental vehicle as well as complete any other procedural requirements.
 - D. If the trip is part of a course, information must be included within the course syllabus including date, time, locations, means of transportation and any fees for which the student is responsible for as well as any expectations around behavior and consequence for not meeting expectations.
 - E. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
 - F. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.
 - G. Employees will work with their supervisor to reconcile costs and any employee reimbursement in accordance to the 11.1 Employee Reimbursement Policy.

Student Procedures & Guidelines

- A. Complete and submit the following forms to your trip coordinator prior to departure:
 - 1. Assumption for Risk and Release
 - 2. Emergency Contact Information (only if the trip requires an overnight stay)
 - 3. Health Information Form (only if the trip requires an overnight stay)
 - 4. Field trip Travel Expectations and Behavior Agreement

- B. Students are expected to attend all meetings of classes for which they are registered. In the event that a student is expected to participate in an approved trip that would require absence from his/her registered class(es), the student must notify his/her instructor(s) for the class(es) prior to the trip.

- C. Students are expected to adhere to the Student Code of Conduct at all times.

COLLEGE LED GROUPS PROCEDURES & GUIDELINES

Definition

A group of students organized by the College for educational, professional, social and recreational purposes and is “not” a recognized student organization or club (i.e., ABO, TRIO, etc.).

Representing Office and/or Department

Office of Student Life and Conduct

Phone: (616) 234-4160

Email: studentlife@grcc.edu

Employee Procedures & Guidelines

- A. The travel coordinator(s) must complete the Employee Leave of Absence form as soon as possible in advance of the anticipated absence and it must be approved before any travel arrangements can be made and in accordance to the 11.4 Employee Travel policy.
- B. The travel coordinator(s) will inform their supervisor of the travel experience 1-week prior to departure.
 1. Information provided should include:
 - a. travel date(s),
 - b. travel location(s) and a description of your vetting process,
 - c. number of students participating,
 - d. student and employee costs as well as a general ledger account number to be used for reimbursements (in accordance to the 11.1 Employee Reimbursement Policy),
- C. The travel coordinator(s) are responsible for ensuring the safety of participants and exercising reasonable precautions to avoid risk or injuries. Participants disregarding the directives of the group advisor, and/or violating the Student Code of Conduct, may be sent home at the participant’s expense and/or subject to disciplinary action through the college judicial system.
- D. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
- E. The travel coordinator(s) must submit the GRCC Off Campus Student Travel Form to Campus Police no less than two-days prior to departure. This form along with the following information is required to be submitted:
 1. an itinerary
 2. list of field trip participants
 3. Emergency Contact form for each student
 4. Assumption for Risk and Release
- F. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

Student Procedures & Guidelines

- A. All students traveling must be currently GRCC enrolled students.
 - 1. If travel happens over the Summer semester the student traveling must be enrolled for Summer or that following Fall semester.
- B. Students must work with their travel coordinator(s) to arrange transportation, lodging, conference fees and other purchases associated with travel/conferences.
- C. Students must complete and submit the following forms to the travel coordinator(s) prior to departure:
 - 1. Assumption for Risk and Release
 - 2. Emergency Contact Information
- D. When necessary, make all payments associated to the cost of the trip on time.
- E. Make arrangements with instructors as a result of your absence.
- F. Students are expected to adhere to the Student Code of Conduct at all times.

CULINARY COMPETITIONS PROCEDURES & GUIDELINES

Definition

Culinary competitions: co-curricular experiences where Culinary students travel nationally or internationally to showcase their skills and compete against other Culinary students.

Representing Office and/or Department

Secchia Institute for Culinary Education

Phone: (616) 234-3690

Email: sahmed@grcc.edu

Employee Procedures & Guidelines

- A. The Culinary Competition Trip Coordinator must complete the Employee Leave of Absence Form as soon as possible in advance of the anticipated absence and in accordance to the 11.4 Employee Travel policy.
 1. In the "Purpose of Leave" section of the form, please include:
 - a. the course(s) and section number(s)
 - b. travel date(s),
 - c. field trip location(s) and a description of the vetting process,
 - d. number of students participating,
 - e. student and employee costs as well as a general ledger account number to be used for reimbursements (in accordance to the 11.1 Employee Reimbursement Policy),
 - f. a description of how the experience will meet course outcomes,
- B. The Trip Coordinator must submit the GRCC Off Campus Student Travel Form to Campus Police no less than two days prior to departure. This form, along with the following information, is required to be submitted:
 1. an itinerary
 2. list of field trip participants
 3. emergency contact form for each student
- B. If the Trip Coordinator needs to request a College (rented) vehicle, all drivers (faculty and staff only, no student drivers) must complete the Michigan Department of State Record Lookup Request for Government Agencies form and submit to Campus Police at least 30 days prior to travel
 1. The Trip Coordinator should contact the Fieldhouse Director as early as possible to arrange a rental vehicle, as well as any other procedural requirements.
- C. Prior to departure, students must be provided information (written and verbal) on travel date(s), location, costs and a description of how the trip will meet course outcomes, as well as any expectations around behavior and consequences for not meeting expectations.
- D. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
- E. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

- F. Any costs associated with the trip must be paid-in-full prior to departure when appropriate (i.e. lodging or transportation).
- G. Upon return, the trip coordinator will work with the Program Director to reconcile costs and any employee reimbursement in accordance to the 11.1 Employee Reimbursement Policy.

Student Procedures & Guidelines

- A. Students must try out and be accepted to participate in the Culinary Competition.
- B. Participants must:
 - 1. be a current student,
 - 2. be enrolled in at least (6) credits during the semester of the competition trip.
- C. Upon acceptance, students must complete and submit the following forms to the Culinary Competition Trip Coordinator prior to departure:
 - 1. Assumption for Risk and Release
 - 2. Emergency Contact Information
 - 3. Health Information Form
 - 4. Health Insurance Coverage Certification Form
 - 5. Copy of Passport (International Experience only)
 - 6. Student Travel Expectations and Behavior Agreement
- D. Make all payments associated to the cost of the trip on time.
- E. Make arrangements with instructors as a result of any required absence.
- F. Students are expected to adhere to the Student Code of Conduct at all times.

INTERNSHIP PROCEDURES & GUIDELINES

Definition

Internship: A course which provides students an opportunity to engage in the practical application of prior learning in a supervised, professional experience, paid or unpaid, guided by learning outcomes, that build on and enhance previous coursework.

Representing Office and/or Department

Applied Technology

Phone: (616) 234-3394

Email: rstevenson@grcc.edu

Automotive

Phone: (616) 234-3006

Email: clodenst@grcc.edu

Computer Information Systems

Phone: (616) 234-3681

Email: lkeizer@grcc.edu

Criminal Justice

Phone: (616) 234-4109

Email: nbanks@grcc.edu

Education Department

Phone: (616) 234-2410 or (616) 234-3417

Email: kathleenneumann@grcc.edu or kdavis@grcc.edu

Language & Thoughts

Phone: (616) 234-4606

Email: dsutton@grcc.edu

Manufacturing

Phone: (616) 234-3640

Email: twalwood@grcc.edu

Secchia Institute for Culinary Education

Phone: (616) 234-3706 or (616) 234-2474

Email: bschultz@grcc.edu or amandaharper1@grcc.edu

Employee Procedures & Guidelines

- A. Provide students with the following information (written and verbal) on:
 1. qualities of what makes a good internship placement
 2. process of securing an internship
 3. forms are to be submitted along with deadlines
 4. expectations on behavior and consequence for not meeting expectations.

- B. Faculty will provide the following information to the Department Head or Program Director, as well as

Campus Police (if internship requires students to travel and secure lodging):

1. a list of students and their internship placements
 2. travel date(s) and destinations for each student
 3. Copies of the following documents:
 - a. Assumption for Risk and Release
 - b. Emergency Contact Information
 - c. Health Information Form
 - d. Health Insurance Coverage Certification Form
 - e. Copy of your Passport (International Experience only)
- C. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

Student Procedures & Guidelines

- A. Complete and submit the following forms to your instructor prior to departure:
 1. Internship Agreement (first week of class)
 2. Assumption for Risk and Release
 3. Emergency Contact Information
 4. Health Information Form (if the internship extends beyond the duration of the class period)
 5. Health Insurance Coverage Certification Form
 6. Copy of your Passport (International Experience only)
 7. Student Travel Expectations and Behavior Agreement
- B. Make all payments associated to the cost of the internship.
- C. Make arrangements with instructors as a result of your absence.
- G. Students are expected to adhere to the Student Code of Conduct at all times.

RECOGNIZED STUDENT ORGANIZATION AND CLUB TRAVEL PROCEDURES & GUIDELINES

Definition

Recognized Student Organizations and Clubs must be in “current standing” with the Office of Student Life. These organizations and clubs contribute to the vitality of student engagement and are not directly connected to a credit-earning course or academic program.

Representing Office and/or Department

Office of Student Life and Conduct

Phone: (616) 234-4160

Email: studentlife@grcc.edu

General Guidelines

- A. Student Organization travel is defined as off campus travel beyond the boundaries of College property. Travel experiences include, but are not limited to, conferences and participation in professional organizations or association meetings.
- B. There is a 12:1 student to advisor ratio that the student organization and advisor must follow.
- C. All students traveling must be currently enrolled GRCC students.
 1. If travel happens over the summer semester, the student traveling must be enrolled for Summer or for that following Fall semester.
- D. Allocated and Extra Allocated funds can only be used on currently enrolled students who pay the Student Activities Fee.
- E. Participants are allowed to drive personal vehicles as long as all participants are 18 or older.
 1. The student driver(s) must submit the Student Transportation Waiver two days prior to departure (especially those students participating in Athletic Department activities).
 2. Purchasing of gas may be reimbursed with a receipt and prior approval from Student Life.
- F. All college policies and rules are in effect during trips. Students and staff can be held liable for violations.
- G. Advisors and students are required to report any violation of the Student Code of Conduct to a Student Life and Conduct staff member immediately.
 1. A Student may be sent home early, at their own expense, if there is a substantial violation.
- H. Under no circumstances are students allowed to bring alcohol and other legal and illegal drugs on a college sponsored trip. They are also not allowed to consume alcoholic beverages and other legal and illegal drugs on the trip, even if they are of legal age.
- I. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

Employee Procedures & Guidelines

- A. Advisors must complete the Employee Leave of Absence form and it must be approved before any travel arrangements can be made and in accordance to the 11.4 Employee Travel policy.
- B. Advisors should help create a budget and roster for the travel experience.
- C. Student Organization members must work with their Advisor or Student Life and Conduct staff to arrange transportation, lodging, conference fees and other purchases associated with travel/conferences.
 - 1. Student Organization Advisors and/or students may purchase flights, hotels, conference fees, food, etc. using personal credit cards.
 - a. Advisor reimbursement procedures (see page 15, I).
 - b. Student reimbursement procedures (see page 17, G).
 - 2. If Student Life and Conduct staff is arranging travel, student organization members must come to the office with hotel, flight, and all participant's information for appropriate travel arrangements to be purchased.
- D. At least Thirty (30) days prior to travel, Student Org Advisor must submit the College Sponsored Travel Approval Form in Raider Connect.
 - 1. A roster and itinerary is required to be submitted with this form.
 - 2. While making arrangements, keep in mind the following policies:
 - a. Advisors have up to \$1,000 to help support their travel costs
 - b. Advisors must travel with students (on the same flights, trains, etc.)
 - c. Advisors must stay in the same facility/hotel as the students
 - d. Advisors are not permitted to stay in the same room as students
 - e. Students are to determine room assignments, but all parties must agree to room assignments. No students should feel forced or unsafe to share a room with other students.
- E. The Advisor and Student President should get a cell phone number of a Student Life and Conduct staff member in case of emergency.
- F. College personnel are responsible for ensuring the safety of participants and exercising reasonable precautions to avoid risk or injuries. Participants disregarding the directives of the college employee/advisor, and/or violating the Student Code of Conduct, may be sent home at the participant's expense and/or subject to disciplinary action through the college judicial system.
- G. Advisors and students are required to report any violation of the Student Code of Conduct to a Student Life and Conduct staff member immediately.
 - 1. A Student may be sent home early at their own expense if there is a substantial violation.
- H. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.
- I. Advisors may receive reimbursements for food and other conference related expenses based on funding and purchasing policy in the Student Organization Manual and in accordance to the 11.1 Employee Reimbursement Policy.

1. Itemized receipts are required in order to receive reimbursements for purchases. This includes purchases at restaurants and fast food businesses.
 2. Upon return to GRCC, all advisor reimbursements must be submitted within thirty (30) days. College Staff and Faculty must complete an Employee Reimbursement form and submit it to the Student Life and Conduct Office Manager for further processing. Non-GRCC advisors must use the check request/reimbursement form in Raider Connect to receive a reimbursement for any purchases.
- J. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Dean of Students and/or the Administrator on Call.

Student Procedures & Guidelines

- A. All students traveling must be currently enrolled GRCC students.
1. If travel happens over the Summer semester, the student traveling must be enrolled for Summer or that following Fall semester.
 2. Allocated and Extra Allocated funds can only be used on currently enrolled students who pay the Student Activities Fee.
- B. Identify funding source for travel. Students may use one or several of the following funding sources:
1. Allocated Funds
 2. Fundraised Funds
 3. Extra Allocations
 - a. An Extra Allocation proposal must be submitted sixty (60) days prior to departure. Extra Allocations proposal can be submitted using the Extra Allocations form on Raider Connect.
- C. Student Organization members must work with their Advisor or Student Life and Conduct staff to arrange transportation, lodging, conference fees and other purchases associated with travel/conferences.
1. Student Organization Advisors or students may purchase flights, hotels, conference fees, food, etc. using personal credit cards.
 - a. Advisor reimbursement procedures (see page 15, I).
 - b. Student reimbursement procedures (see page 17, G).
 2. If Student Life and Conduct staff is arranging travel, student organization members must come to the office with hotel, flight, and all participant's information for appropriate travel arrangements to be purchased.
- D. At least forty-eight (48) hours before departure, the Student Organization must submit the Emergency Contact form and the Risk and Release for each participant, along with the Trip Information Cover Sheet, to the Office of Student Life and Conduct.
- E. Have all medical forms in case of emergencies - All students are responsible for their own health insurance. Participants should bring necessary information to prove their coverage.

- F. Advisor and President should get a cell phone number of a Student Life and Conduct staff member in case of emergency.

- G. Students may receive reimbursements for food and other conference related expenses based on funding and purchasing policy in the Student Organization Manual and in accordance to the 11.1 Employee Reimbursement Policy.
 - 1. Itemized receipts are required to receive reimbursement for purchases. This includes purchases at restaurants and fast food businesses.
 - 2. Upon return to GRCC, all student reimbursements must be submitted within thirty (30) days. Students must use the Check Request/Reimbursement form in Raider Connect to receive a reimbursement for any purchases.

- H. Students are expected to adhere to the Student Code of Conduct at all times.

SERVICE LEARNING PROCEDURES & GUIDELINES

Definition

Service Learning: A teaching and learning experience where students perform service hours for an organization while applying course concepts. Travel may occur during and/or outside of the scheduled class period.

Representing Office and/or Department

Department of Experiential Learning

Phone: (616) 234-4162

Email: experientiallearning@grcc.edu

Employee Procedures & Guidelines

- A. Faculty new to service learning will submit the Service Learning Designation Request Form. This form allows faculty to describe how the service experience meets course outcomes.
- B. Approved faculty will then submit the Service Learning Faculty Registration Form. This allows the College to collect required information around the course(s) to apply the service learning designation into the "Grade Book" as part of the end of the semester grading process.
- C. Prior to students performing their service hours, students must:
 - 1. Be provided information (written and verbal) on how the service learning activity will meet course outcomes, any expectations around behavior and consequence for not meeting expectations, as well as information on how to locate a community organization and deadlines.
 - 2. Submit the online Student Service Learning Registration Form
 - a. <http://www.grcc.edu/departmentofexperientiallearning/servicelearning/academicervicelearningstudentregistration>
- J. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

Student Procedures & Guidelines

- A. Students participating in a service learning experience as part of a course are to:
 - 1. Submit the Service Learning Student Registration Form prior to beginning their service learning experience.
 - a. <https://www.grcc.edu/departmentofexperientiallearning/servicelearning/academicervicelearningstudentregistration>
 - 2. Abide by the volunteer policies and procedures of the organization(s) being served.
 - 3. Students may be required to submit a Criminal Background Check.
- B. Students are responsible for their own transportation.
- C. Students are expected to adhere to the Student Code of Conduct at all times.

STUDY AWAY PROCEDURES & GUIDELINES

Definition

Study Away: A curricular experience requiring students to travel off campus for more than three consecutive days as part of a course.

Representing Office and/or Department

Department of Experiential Learning

Phone: (616) 234-4162

Email: experientiallearning@grcc.edu

Employee Procedures & Guidelines

- A. Faculty wishing to lead a study away trip must submit the Study Away Pre-Proposal by February 1st to the Director of Experiential Learning. This involves informing the appropriate Associate Deans and Department Head or Program Director of the following:
 1. the course(s) being used,
 2. travel date(s),
 3. trip location(s) and a description of the vetting process,
 4. number of students participating,
 5. student and employee costs as well as a general ledger account number to be used for reimbursements (in accordance to the 11.1 Employee Reimbursement Policy),
 6. a description of how the trip will meet course outcomes

- B. Each trip must have two GRCC employees as either a Faculty Leader or Support Person.
 1. The faculty leader is responsible for all curricular aspects of the trip.
 2. The Support Person must be a fulltime GRCC employee and is responsible for assisting the Faculty Leader in financial oversight, provide counseling-like consultation, on call 24/7 and assist in managing risk.
 3. Under no circumstances can family members of the Faculty Leader or Support Person participate on the trip.
 4. Faculty wishing to travel with more than (16) students will need to provide a rationale to the Department of Experiential Learning.

- C. Upon approval of the Pre-Proposal, faculty then submit the Full Study Away Proposal by April 1st to the Director of Experiential Learning. This proposal is then shared with and reviewed by the Study Away Review Team.
 1. the proposal informs the review team of the organizers expertise around travel, how the experience meets the curricular needs of the course, the logistics of the experience and overall cost,
 2. the proposal must include an estimate from the provider,
 3. proposals are submitted electronically,
 4. the proposal must meet the criteria specified in the proposal process

- D. Upon approval of the Full Proposal, trip coordinators will meet throughout the year with Experiential Learning staff to discuss the planning and facilitation of the trip. Topics include: marketing, student application process, budget and invoicing, course scheduling and student orientations.
 1. Must submit the Study Away Faculty Leader and Support Person Agreement as part of the approval process.

- E. Faculty must complete the following:
 - 1. Employee Leave of Absence Form as soon as possible in advance of the anticipated absence and in accordance to the 11.4 Employee Travel policy.
 - 2. Criminal Background Check
 - 3. Risk and Release Form
 - 4. Emergency Contact Information Form
 - 5. Health Information Form
 - 6. Health Insurance Coverage Certification Form

- F. Parties responsible for facilitating the College Sponsored Student Travel experience are deemed a Campus Security Authority and will adhere to the federal mandate on Clery reporting. He/She will complete all training and paperwork necessary through Campus Police before departing.

- G. Prior to departure, students must be provided information (written and verbal) on travel date(s), location, costs and a description of how the study away experience will meet course outcomes, as well as any expectations around behavior and consequence for not meeting expectations.

- H. GRCC reserves the right to cancel any program at any time in the event of circumstances beyond our control that may threaten the safety of our students or faculty.
 - 1. Cancellation by GRCC due to unexpected political or economic events will result in a full refund of all tuition, fees, and housing costs paid by participants before the beginning of a Study Away program.
 - 2. Cancellation by GRCC after a Study Away program has begun will result in a refund of all recoverable tuition, fees and housing.
 - 3. Those trips who are below (12) students on February 1st must submit a rationale to the [Dean of Instructional Support](#)

- I. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

- J. Any costs associated to the trip must be paid-in-full prior to departure when appropriate (i.e. lodging or transportation).
 - 1. Per the 11.1 Employee Reimbursement Policy, employees may not be provided a travel advance.

- K. Upon return, trip organizers will work with the Department of Experiential Learning to reconcile any employee reimbursement in accordance to the 11.1 Employee Reimbursement Policy.

Student Procedures & Guidelines

- A. All students wishing to participate on a Study Away trip must apply via the Study Away Student Intake Form.
1. <https://orgsync.com/27164/forms/260594>
 2. Submission of this form includes a Criminal Background Check, Academic Standing Check, Student Code of Conduct Check and review of Financial Standing with the College
 3. A \$10.00 non-refundable fee is electronically collected for processing the Criminal Background Check
 4. If during our criminal history check, we are made aware of federal or state drug convictions, we are obligated to share that information with the GRCC Financial Aid Office to assure we are in compliance with federal student eligibility requirements. A student may be ineligible for financial aid due to a drug conviction.
- B. Students meeting the below criteria will move forward in the application process:
1. Be a GRCC student (degree-seeking preferred)
 2. Be over the age of 18
 3. Be in good academic standing (above a 2.0)
 4. Have a clear [Student Code of Conduct](#) record check
 5. Have a clear Criminal Background Check
 6. Have proof of current Health Insurance ([more information](#))
 7. Have no outstanding fees owed to the College
 8. Have adequate financial means to participate in the experience
 9. Complete any additional faculty application requirements. This may include providing reference letters and/or an interview.
 10. Preference is given to degree seeking students, first time study away participants
 11. Employees, guest students and past study away participants may apply should there be available slots upon the application deadline
 12. Students will need to maintain their responsiveness to checking their GRCC email as this is the primary method of communication
 13. Students are to have essential abilities (skills, physical functions, communication, emotional coping and behavioral attributes) to be successful on a study away experience.
 - a. If a student has a disability and feels they can achieve the course objectives with reasonable accommodations, the student should contact Disability Support Services at [\(616-234-4140\)](tel:616-234-4140) or disability@grcc.edu.
 - b. Students should meet with an Academic Advisor to determine how a study away experience best fits into your academic goals. We strongly encourage you to meet with Katie Hughes in the Counseling and Career Center, (616) 234-3900.
- C. Students will be notified by the Department of Experiential Learning about final acceptance onto the Study Away trip.
1. Students are billed throughout the Fall and Winter semester in 3-5 payments. Overall cost of the experience is "paid in full" by the posted deadline and prior to departure.
 2. All payments are made through the Cashier's Office.
 3. To verify a payment has been made, students are to email the Experiential Learning Support Professional after each payment.
 4. Students are required to make their scheduled payments on time. Not doing so will result in removal from the experience.

5. If using financial aid, students are to maintain their financial aid eligibility (at least 6 credit hours during the Summer semester to qualify for Financial during the Summer semester).
 6. Students are required to complete and submit the following forms to the Department of Experiential Learning:
 - a. Risk and Release Form
 - b. Emergency Contact Information Form
 - c. Health Information Form
 - d. Health Insurance Coverage Certification Form
 - e. Copy of Health Insurance Card
 - f. Copy of Passport (International Experience only)
 - g. Study Away Student Behavior Expectations Agreement
 - h. Students traveling internationally will need a passport valid six months past your return date. Students who do not currently have a valid passport must apply early enough to have your passport/visa ready for departure. This is usually AT LEAST 3–4 months prior to the departure date. Please check with the Faculty Leader for Visa information, as this may affect your individual need for a passport.
 - 1) If your passport is from a country other than the United States, you will need to consult with the Department of Experiential Learning to ensure proper documentation.
 - 2) For information on how to purchase a United States Passport, please visit www.Travel.State.gov
 7. Students are required to have Health Insurance. Some programs will provide Health and Travel Insurance, please check with the faculty member leading the trip. Coverage for Health Insurance must include:
 - a. expenses relating to sickness, injury, medical evacuation, accidental death and repatriation.
 - b. coverage that extends to all location(s)
 - c. to be within the age limit for the entire duration of your travel time
 - d. coverage extends for the entire period of the program
 8. Students are required to attend all orientations facilitated by the Faculty Leader. These may take place during the semester prior to the travel experience of the Study Away program.
 9. Students are required to attend the Study Away Pre-Departure Orientation
 - a. Students unable to attend this orientation must inform the Department of Experiential Learning in advance.
 - b. Students must submit the Study Away Behavior & Expectations Agreement
 10. Students are expected to remain in good academic standing, meaning above a cumulative 2.0 GPA.
- D. If a student decides to withdrawal from a Study Away trip, it must be submitted in writing to the Department of Experiential Learning and the Faculty Leader immediately.
1. The College will work with providers to refund students. 100% refunds are not guaranteed. Refunds are based on contractual deadlines and number of students participating on the trip.
- E. Students who are interested in extending their travel beyond the dates of the study away experience must complete the Extended Stay Form prior to departure.
1. <https://orgsync.com/27164/forms/125544>
 2. Students must work directly with the third party provider to arrange plane tickets and pay any additional costs.

3. Students will need to inform their emergency contact(s) of their extended stay; secure the necessary health care coverage for the extended stay and complete any remaining assignments/expectations of the affiliated study away course work.
- F. Those students who have applied after the trip has been filled will be placed on a waitlist and ranked in accordance to their final approval date (both through the Department of Experiential Learning and Faculty Leader).
1. Students can withdraw from the waitlist by notifying the Department of Experiential Learning.
- G. GRCC reserves the right to cancel any program at any time in the event of circumstances beyond our control that may threaten the safety of our students or faculty.
1. Cancellation by GRCC due to unexpected political or economic events will result in a full refund of all tuition, fees, and housing costs paid by participants before the beginning of a Study Away program.
 2. Cancellation by GRCC after a Study Away program has begun will result in a refund of all recoverable tuition, fees and housing.
 3. Those trips who are below (12) students on February 1st must submit a rationale to the [Dean of Instructional Support](#)
- H. Students are expected to adhere to the Student Code of Conduct at all times.