

COLLEGE SPONSORED STUDENT TRAVEL

I. **Policy Section**

8.0 Students

II. **Policy Subsection**

8.3 College Sponsored Student Travel

III. **Policy Statement**

The College offers curricular, co-curricular and other learning opportunities that require faculty, staff and students to travel from the institution. College employees who travel as instructors, group coordinators, coaches or chaperones must adhere to and enforce College policies and regulations.

IV. **Reason for Policy**

The purpose of this policy is to ensure consistency in the development and facilitation of college sponsored travel opportunities and to provide students and staff with procedures designed to minimize the risks inherent in travel.

V. **Entities Affected by This Policy**

All Grand Rapids Community College employees
Students
Chaperones

VI. **Who Should Read This Policy**

All Grand Rapids Community College employees
Students
Chaperones

VII. **Related Documents**

- A. Policy 11.4 - Employee Travel
- B. Policy 14.7 - Use of College Provided Vehicles
- C. Policy 6.20 - Criminal Background Checks
- D. Student Code of Conduct

VIII. **Contacts**

- A. Policy Owner: Associate Dean of Instructional Support and Interdisciplinary Studies
- B. Dean of Student Affairs
- C. Director of Student Life and Conduct
- D. Associate Director of Experiential Learning
- E. Executive Director of Financial Services
- F. Chief of Police

IX. Definitions

A. College-sponsored travel: Any activity intended to promote learning or student development that requires student participation in a location other than those owned or leased by the College. College-sponsored travel includes, but is not limited to the following:

1. In-Service Area Field Trip: A trip that occurs within the GRCC service area and does not require an overnight stay. Students generally provide their own transportation for In-Service Area Field Trips.
2. Out-of-Service Area Field Trip: A trip that occurs outside of the GRCC service area and may require one or more overnight stays. The College may provide transportation for Out-of-Service Area Field Trips.
3. Study Away: A faculty-led experience requiring students to travel out of the GRCC service area for more than five consecutive days as part of a credit-earning course or academic program.
4. Student Life Experiences: Activities that contribute to the vitality of student engagement and are not directly connected to a credit-earning course or academic program. Examples include, but are not limited to athletic competitions, conferences, student club and organization travel, and participation in professional organization or association meetings. Student Life Experiences may take place within the GRCC service area or out of the GRCC service area.

X. Procedures

A. Faculty interested in leading a Study Away experience (college sponsor) must:

1. Actively participate in the Study Away Faculty Orientation/Information Session.
2. Submit the Study Away Proposal to the Department of Experiential Learning in accordance with appropriate deadline.

3. Upon approval, they must work with the Department of Experiential Learning to coordinate logistics, complete Student Intake Forms, process invoices, process students' payments and collect required health and risk documentation.
 4. College faculty or staff will facilitate orientations with all participants to outline expectations for student behavior, inform students of itinerary, and provide personal safety information.
- B. All student participants in a Study Away experience must be 18 years of age and shall:
1. Pay all expenses in full prior to departure.
 2. Enroll in the course(s) that is affiliated with the trip.
 3. Provide evidence of good academic standing.
 4. Arrange approved absences from other classroom activities.
 5. Attend travel orientations, complete and submit all required travel forms.
 6. Share the trip itinerary with the individual identified as emergency contact.
 7. Use transportation arrangements provided unless a written request is presented prior to departure and approved and signed by the College faculty or staff sponsor.
 8. Uphold the Student Code of Conduct.
 9. Complete and return all required forms to the college sponsor by the date established by the college sponsor.
- C. At least one week prior to the departure the college sponsor must submit a current travel itinerary, a list of participants in the college sponsored travel and all health and emergency contact forms to the Department of Experiential Learning. Upon receipt the Department of Experiential Learning will provide copies of all documents to Campus Police and notify campus administrators of the Study Away experience.
- D. For college sponsors leading a Student Life or non-Study Away travel experience (including all field trips and athletic travel¹, regular season competition and out of season competition²):
1. At least one month prior to making any travel arrangements or advertising the travel opportunity, the college sponsor must complete the College Sponsored Travel Approval Form. Completed forms are

¹ Coaches of athletic teams may complete and submit one travel approval form for the entire season.

² Scheduled athletic travel that is changed and or rescheduled due to unforeseen circumstances retains event approval but is subject to approval of the Athletic Director.

sent to the Office of Student Life and then to the Office of the Provost and Financial Services for final approval.

2. Once all approvals are granted, the college sponsor is notified.
3. Once approved, the college sponsor may begin to make travel arrangements following the College's purchasing policies and may advertise the travel opportunity.
4. College sponsors are responsible for submitting their Leave of Absence requests.
5. College sponsors shall hold a pre-meeting with all participants to outline expectations for student behavior; inform students of itinerary; and provide personal safety information.

E. All participants in the College sponsored travel shall:

1. Pay in full all expenses prior to departure.
2. Arrange approved absences from classroom activities.
3. Attend the pre-travel meeting(s).
4. Use transportation arrangements provided by the College unless a written request is presented prior to departure and approved and signed by the College faculty or staff sponsor.
5. Uphold the Student Code of Conduct.
Study Away participants shall also:
6. Identify an emergency contact.
7. Share the trip itinerary with the individual identified as emergency contact.

F. For Out-of-Service Area Field Trips, Study Away and Student Life Experiences: At least one day prior to the departure the College sponsor must submit an updated travel itinerary, a list of participants in the college sponsored travel and all health and emergency contact forms to Campus Police.

G. In the event of a medical or criminal emergency during college sponsored travel, the College sponsor will report this incident to Campus Police. For incidents related to student conduct, the college sponsor will contact the Office of Student Life and Conduct. For all other incidents, the college sponsor will contact the Department of Experiential Learning. Campus Police, the Office of Student Life and Conduct or the Department of Experiential Learning will advise the college sponsor on appropriate action and if necessary notify appropriate college personnel.

H. Grand Rapids Community College Refund Policies and Safety/Security Considerations

1. If GRCC cancels College Sponsored Travel for safety and security reasons prior to departure GRCC we will provide a full refund of all fees paid to GRCC for the travel experience (tuition and travel fees).

2. If a GRCC college sponsored travel experience is interrupted by emergency, natural disaster or other act of nature then the following apply.
 - a. Additional expenses related to bringing the participants home (or to another approved travel location) will be covered by GRCC.
 - b. Refunds of travel fees will be prorated and may be limited by non-recoverable contractual obligations.
 - c. Refund of tuition and fees will depend on how much academic credit the student in the travel experience will still be able to receive for work already completed or to be completed through alternative arrangements.
3. If GRCC does not cancel the college sponsored travel but a student chooses to withdraw for any reason, standard refund policy will apply (10.5 Student refund Policy).

XI. Forms

- A. College Sponsored Travel Approval Form (submitted through OrgSync)
- B. Study Away Proposal
- C. Study Away Participant Travel Form
- D. Non-Study Away Participant Travel Form
- E. Electronic Application for Leave of Absence
- F. Employee Reimbursement Request Form
- G. Employee Mileage Reimbursement Request Form
- H. Adjunct Faculty Mileage Reimbursement Request Form

XII. Effective Date

New college sponsored travel policy June, 2014 – separated from Risk Management Travel Policy

XIII. Policy History

Revised August 8, 2006
Revised June, 2014

XIV. Next Review/Revision Date

June 2018