

## COLLEGE SPONSORED STUDENT TRAVEL

### I. Policy Section

8.0 Students

### II. Policy Subsection

8.3 College Sponsored Student Travel

### III. Policy Statement

Grand Rapids Community College seeks to promote safe travel to College sponsored curricular, co-curricular, extracurricular events and activities occurring beyond the boundaries of College property by employees and students.

Examples of College sponsored events and activities that fall under this Policy include, but are not limited to, field trips, service learning, internships, study away, athletic team competitions and training, culinary competitions and recognized student organization and club travel.

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.

### IV. Reason for Policy

To ensure consistency in the development and facilitation of college sponsored student travel experiences and to provide employees and students with procedures designed to minimize the risks inherent in travel.

### V. Entities Affected by This Policy

Coaches  
Employees  
Students  
Volunteers

### VI. Who Should Read This Policy

Coaches  
Employees  
Students  
Volunteers

VII. Related Documents

- A. Policy 3.7 - Contracting Authority
- B. Policy 6.20 - Criminal Background Checks
- C. Policy 8.30 - Student Code of Conduct
- D. Policy 11.15 - Purchasing Policy
- E. Policy 11.4 - Travel Policy
- F. Policy 14.7 - Use of College-Provided Vehicles
- G. Clery Act
- H. College Sponsored Student Travel: Guiding Risk and Liability Practices and Procedures

VIII. Contacts

- A. Policy Owner: Director of Experiential Learning
- B. Athletic Director
- C. Dean of Instructional Support
- D. Dean of Student Affairs
- E. Director of Student Life and Conduct
- F. Chief of Police
- G. Executive Director of Budget and Business Services

IX. Definitions

- A. Athletics Event: Extracurricular experiences where students participating on a GRCC sports team travel for team competitions, practice and/or other team related functions.
- B. 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.
- C. Coach: A College representative whose responsibility is the training of students in athletic or sporting activities.
- D. College led groups: Travel experiences which may include but are not limited to, a group of students organized by the College for educational, professional, social and recreational purposes (i.e. TRIO, etc.).
- E. College Sponsored Student Travel: A travel experience that is arranged by a College employee or by members of a recognized student organization or club that has been appropriately approved. Examples may include, but not limited to, athletic team competitions and training, culinary competitions, field trips, internships, recognized student organization and club travel, service learning or study away.
- F. Coordinator: A person who is responsible for organizing and facilitating a travel experience.
- G. Culinary competitions: A co-curricular experience where students in a

culinary program travel nationally or internationally to showcase their skills and compete against other culinary students.

- H. Employee: Includes any person who receives compensation from the College and who belongs to one of the following groups: faculty, CEBA, APSS, Campus Police, Meet and Confer employees, contingency, adjunct employees, and student employees.
- I. 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.
- J. 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.
- K. Recognized student organization: A student organization that has been formed for educational, professional, social and recreational purposes; derives its membership from the student body of Grand Rapids Community College, has been approved for recognition by the Office of Student Life and Conduct.
- L. Service Learning: A teaching and learning experience where students perform service hours for an organization(s) while applying course concepts. Travel may occur during and/or outside of the scheduled class period.
- M. Student: The term “student” includes persons who have been issued a student number at Grand Rapids Community College and are: currently enrolled, or admitted and show intent to enroll, or withdrawn from a specific course or the College after allegedly violating the Student Code.
- N. Study Away: A curricular experience requiring students to travel off campus for more than three consecutive days as part of a course.
- O. Volunteer: someone who has been approved by the College to have a supportive role in carrying out duties in a non-compensated capacity that furthers the mission of the College.
- X. Procedures
  - A. 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:
    - i. Approval of the travel experience
    - ii. Submission of travel forms (see XI. Forms)
  - B. 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. They will complete all training and paperwork necessary through Campus Police before departing.

- C. Parties responsible for facilitating the College Sponsored Student Travel experience are required to provide information to participants on the logistics of the experience, any associated costs and expectations around behavior and consequences for not meeting those expectations.
- D. 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.

XI. Forms

- A. Assumption of Risk and Release Form
- B. Athletics Medical Packet
- C. Campus Police Travel Form
- D. Criminal Background Check
- E. Emergency Contact Information Form
- F. Employee Leave of Absence
- G. Employee Mileage Reimbursement
- H. Employee Reimbursement
- I. Field Trip Expectations and Behavior Agreement
- J. Health Information Form
- K. Health Insurance Coverage Certification Form
- L. Service Learning Student Registration Form
- M. Student Reimbursement Request Form
- N. Student Transportation Waiver
- O. Study Away Extended Stay Form
- P. Study Away Faculty Leader and Support Person Agreement
- Q. Study Away Intake Form
- R. Study Away Student Behavior Agreement

XII. Effective Date

June, 2014 separated from Risk Management Travel Policy

XIII. Policy History

Revised September, 2018

XIV. Next Review/Revision Date

June, 2022