

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 (GRCC) recognizes the benefits of off-campus travel in conjunction with academic, co-curricular, and college sponsored programs. GRCC acknowledges the need for certain procedures to promote safety, maximize educational value, manage risk, and respond to crises. 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.

Unless specifically excepted, all College-sponsored student travel must adhere to this Policy and the associated Guiding Risk and Liability Practices and Procedures Document. Students and employees should be aware that additional policy and/or programmatic requirements may apply to College-sponsored student travel. Employees should contact the appropriate member of College leadership regarding additional requirements associated with College-sponsored student travel.

IV. Reason for Policy

This policy was created to provide guidelines which support student travel experiences and enhance students' academic and educational opportunities at GRCC. This policy was also created to mitigate risk and ensure compliance with applicable laws, rules, regulations and policies when taking students off-campus.

V. Persons Affected by This Policy

Employees
Students
Volunteers

VI. Who Should Read This Policy?

Employees
Students
Volunteers

VII. Related Documents

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

VIII. Contacts

Policy owner: Director of Experiential Learning
Executive Director of Budget and Business Services
General Counsel

IX. Definitions

A. Class Trip: A travel experience, as part of a course, specifically designed to allow students to deepen their learning. Structured time off-campus is guided by learning outcomes and is during, or in place of, regularly scheduled class time.

B. College led group: A group of students organized by the College for educational, professional, social and recreational purposes (e.g., TRIO, Recognized Student Organization, etc.).

C. Culinary competition: An event organized to support students in a culinary program to showcase their skills and compete against each other.

D. Service Learning: As part of a course, students volunteer for an organization(s) while applying course concepts. Volunteering may be during, or in place of, their regularly scheduled class time.

E. Study Away: An extensive travel experience where students are required to travel nationally or internationally for more than three consecutive days as part of a course.

X. Procedures

Multiple departments, offices, and individuals at GRCC facilitate (i.e., support the development and facilitation of off-campus travel experiences) student travel and follow a wide range of protocols.

GRCC employees facilitating an off-campus travel experience are required to follow those procedures associated with the specific travel experience.

Travel-specific procedures are found at the GRCC Police website.

XI. Forms

A. Assumption of Risk and Release Form

B. GRCC Police Trip Information Cover Sheet

C. Emergency Contact Information Form

D. Employee Leave of Absence

E. Other Forms related to College-Sponsored Student Travel (available on GRCC's travel-specific procedures website).

Xii. Effective Date

June 2014 separated from Risk Management Travel Policy

XII. Policy History

Revised September 2018, AGC approved 2019

Revised October 2023, AGC approved February, 2024

- General clean-up of each section with continued emphasis on the Guiding Risk and Liability Practices and Procedures document.

XIII. Next Review/Revision Date

February, 2028