

COLLEGE SPONSORED STUDENT TRAVEL

Guiding Risk and Liability Practices and Procedures
Grand Rapids Community College (GRCC)

I. 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 with the College Sponsored Student Travel: Guiding Risk and Liability Practices and Procedures including the approval of the travel experience and submission of travel forms.

II. 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 (4) 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 Associate Provost of Instructional Support and Institutional Planning, Athletic Director, Dean of Student Success and Retention, Director of Student Life and Conduct, Chief of Police and Executive Director of Budget and Business Services.

IV. Practices and Procedures Applicable to All College- Sponsored Student Travel

College-sponsored student travel is defined as 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.

If an event or experience meets the above-referenced definition, the responsible College employee(s) must follow the College-Sponsored Student Travel Policy and the procedures set forth in this document. In all cases, the responsible employee(s) must begin the process of making travel arrangements at least one (1) month prior to the initial travel date related to the event or experience. In some cases, further advanced planning will be required.

A. Travel Approval Forms

In most cases, travel approval forms must be completed and submitted to the appropriate office at least two (2) weeks prior the departure date related to the event or experience. In some cases, forms must be completed further in advance. Employees with questions regarding these timelines should contact the Director of Experiential Learning.

In all cases, travel approval forms must be approved by the appropriate College personnel prior to the departure date (this may include personnel in the Student Life and Conduct Office and Finance and Administration Office).

The following forms (available [here](#)) must be submitted prior to any College-sponsored student travel:

i. Employee Forms:

- **College-Sponsored Travel Approval Form.** This form must be submitted prior to making any travel arrangements.
- **Travel Cover Sheet.** This form must identify each student who will be participating in the College-sponsored student travel event or experience. If a student listed on the Cover sheet does not provide copies of all other required College-sponsored student travel forms, they will not be permitted to engage in travel.
- **Leave of Absence Form.**

ii. Student Forms:

- **Risk and Release Form.** This form must be completed by each student participating in travel.
- **Emergency Contact Information Form.** This form must be completed by each student participating in travel.

B. Rules and Guidelines Applicable to All Travel

In all circumstances involving College-sponsored student travel, the following rules and guidelines shall apply:

i. Employees:

- Parties responsible for facilitating the College Sponsored Student Travel experience may be deemed a Campus Security Authority (“CSA”). Any employee deemed a CSA must

adhere to applicable federal mandates regarding Clery Act reporting. The CSA will complete all training and paperwork necessary through GRCC Police before departing.

- 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 Police Department for consultation (616-234-4911). GRCC Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.
- Employees are required at all times to adhere to all GRCC rules, regulations and policies governing their employment.
- Employees are required at all times to adhere to all local laws, rules, regulations and customs while engaged in any College-sponsored student travel.
- Employees will work with their supervisor to reconcile costs and any employee reimbursement in accordance with applicable College policies (e.g., Employee Reimbursement Policy (11.1) and Travel Policy (11.4)).

ii. Students:

- All students traveling must be currently enrolled as GRCC students.
- Students are required to adhere to the Student Code of Conduct, all GRCC policies, and any other applicable GRCC rules or regulations at all times (e.g., GRCC Student-Athlete Code of Conduct).
- Students are required at all times to adhere to all local laws, rules, regulations and customs while engaged in any College-sponsored student travel.
- Students must make arrangements with other instructors that may be required as a result of absences associated with any College-sponsored student travel.
- Students must make all required payments relating to the costs associated with any College-sponsored student travel.
- Unless permitted by this document; any applicable GRCC policy; or specific programmatic or travel-related exceptions, GRCC students may not bring, use or consume alcohol or other legal and/or illegal drugs on a College-sponsored trip, even if they are of legal age.

C. Insurance

GRCC will not provide insurance coverage to students engaged in College-sponsored student travel. Students are encouraged, and in some cases may be required, to obtain their own insurance policies (including health insurance policies) covering acts, omissions, casualties, occurrences, etc., which may relate to or arise out of College-sponsored student travel events or experiences. Questions regarding insurance coverage and policies may be directed to GRCC's Director of Budget and Business Services.

V. Practices and Procedures Applicable to Specific Travel and Experiences

A. Athletics

Athletic events include extracurricular experiences where students participating on a GRCC sports team travel for team competitions, practice and/or other team related functions.

i. Employee Procedures & Guidelines

- 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 the GRCC Police Department Police at least thirty (30) days prior to travel.
- Employees or Coaches should contact the Fieldhouse Director as early as possible to arrange a rental vehicle as well as any other procedural requirements.
- Coaches **MUST** be twenty-one (21) years or older and an employee (or authorized volunteer) in order to operate a college vehicle (this includes rental vehicles).
- Coaches are to request transportation through the athletic department in advance and receive approval from the Athletic Director prior to any travel.

ii. Student Procedures & Guidelines

- Prior to participating in intercollegiate athletics at GRCC and traveling with any sports team, all Student-Athletes must complete and submit any forms required by the GRCC Athletics Department, which may be in addition to the forms required for all students.
- Generally, all GRCC Student-Athletes will travel with their respective teams on the transportation provided by the college. 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.

B. Class Trips and Field Trips

Class trips are curricular experiences guided by learning outcomes where students spend structured time off-campus during, or in place of, their regularly scheduled class time.

Field trips are co-curricular experiences as part of a course or College-led group (e.g., TRIO, NEA, etc.) where students spend structured time off-campus.

i. Employee Procedures & Guidelines

- Students are never required to attend a trip and must be provided an alternative assignment if they are unable to participate.

- The trip coordinator must accompany the trip and serve as the primary point of contact and are fully responsible for all trip activities.
- Whenever practical, the site of the trip should be visited in advance by the trip coordinator to evaluate and plan accordingly for potential risks.
- If employees need 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 the form to GRCC Police at least thirty (30) days prior to travel.
- Employees should contact the Fieldhouse Director as early as possible to arrange a rental vehicle as well as complete any other procedural requirements.
- If the trip is part of a course, information should be included within the course syllabus regarding the date, time, locations, means of transportation and any fees for which the student is responsible for as well as any expectations around behavior and consequences for not meeting expectations.

C. College-Led Groups Procedures and Guidelines

College-led group travel involves travel relating to a group of students organized by the College for educational, professional, social and recreational purposes and is “not” a recognized student organization or club (e.g., TRIO).

i. Employee Procedures & Guidelines

- 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.

ii. Student Procedures & Guidelines

- Students must work with their travel coordinator(s) to arrange transportation, lodging, conference fees and other purchases associated with travel/conferences.

D. Culinary Competition Procedures and Guidelines

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

i. Employee Procedures & Guidelines

- 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 GRCC Police at least thirty (30) days prior to travel
- The Trip Coordinator should contact the Fieldhouse Director as early as possible to arrange a rental vehicle, as well as any other procedural requirements.
- 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.
- Any costs associated with the trip must be paid-in-full prior to departure when appropriate (e.g., lodging or transportation).

ii. Student Procedures & Guidelines

- Students must be accepted to participate in the Culinary Competition pursuant to competition selection processes.
- In addition to being a current student, participants must be enrolled in at least six (6) credits during the semester when the competition trip takes place.

E. Internship Procedures and Guidelines

An internship is 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.

i. Employee Procedures & Guidelines

- Employees will provide students with the following information (both verbally and in writing): (i) information regarding what constitutes a good internship placement; (ii) information regarding the process associated with securing an internship; (iii) behavioral expectations and consequences for failure to meet such expectations; and (iv) information regarding required forms and associated deadlines.

F. Recognized Student Organization and Club Travel

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.

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.

i. General Procedures and Guidelines

- There is a 12:1 student to advisor / employee ratio that the student organization and advisor must follow.
- Allocated funds can only be used on currently enrolled students who pay the Student Activities Fee.
- Participants are allowed to drive personal vehicles as long as all participants are eighteen (18) years of age or older.
 - Student driver(s) must submit the Student Transportation Waiver two (2) days prior to departure.
 - Student driver fuel purchases made with prior approval from the Office of Student Life may be reimbursed with a receipt.
- 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.

ii. Employee Procedures & Guidelines

- Advisors should help create a budget and roster for the travel experience.
- 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.

iii. Student Procedures & Guidelines

- Student organizations or club members must identify funding source(s) for travel. Students may use one (1) or several of the following funding sources: (i) allocated funds; and (ii) funds obtained through fundraising.

- 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. Advisor and student reimbursement procedures are available through the Office of Student Life.
- Students and advisors may receive reimbursements for food and other conference-related expenses based on available funding and in accordance with the purchasing policy set forth in the Student Organization Manual and the Employee Reimbursement Policy.

G. Service Learning Procedures and Guidelines

Service learning experiences are teaching and learning experiences where students perform service hours for an organization while applying course concepts. Travel may occur during and/or outside of a scheduled class period.

i. Employee Procedures & Guidelines

- Faculty who are 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. 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.
- Prior to students performing their service hours, students must be provided with information (written and verbal) regarding: (i) how the service learning activity will meet course outcomes; (ii) any expectations around behavior and consequence for not meeting expectations; and (iii) information on how to locate a community organization and deadlines.

ii. Student Procedures & Guidelines

- Students participating in a service learning experience as part of a course are to submit the Service Learning Student Registration Form prior to beginning their service learning experience.
- Students are responsible for their own transportation.

H. Study Away Procedures and Guidelines

Study Away is a curricular experience requiring students to travel off campus for more than three (3) consecutive days as part of a course.

i. Employee Procedures & Guidelines

- Faculty wishing to lead a study away trip must submit the Study Away Pre-Proposal Form to the Director of Experiential Learning.
- Each trip must involve two (2) GRCC employees: (i) a Faculty Leader; and (ii) a Support Person.
 - The faculty leader is responsible for all curricular aspects of the trip.
 - The Support Person must be a full-time GRCC employee and is responsible for assisting the Faculty Leader with financial oversight, provide student-behavioral consultation, and assisting with risk management.
 - Family members of the Faculty Leader or Support Person may not participate in Study Away experiences
 - Faculty wishing to travel with more than sixteen (16) students must provide a rationale to the Department of Experiential Learning.
- Upon approval of the Pre-Proposal, faculty must submit a Full Study Away Proposal to the Director of Experiential Learning. The proposal will be reviewed by the Study Away Review Team.
- 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.
- Prior to departure, students must be provided information (written and verbal) regarding 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 consequences for not meeting expectations.
- GRCC reserves the right to cancel any program at any time in the event of circumstances beyond the Colleges control that may threaten the safety of students or faculty (e.g., unexpected political, economic or environmental events; labor unrest; etc.).
 - 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.
 - Cancellation by GRCC after a Study Away program has begun will result in a refund of all recoverable tuition, fees and housing.
- Any costs associated with a trip must be paid-in-full prior to departure when appropriate (e.g., transportation or lodging).

- Pursuant to the College's Employee Reimbursement Policy, employees may not be provided a travel advance.

ii. Student Procedures and Guidelines

- All students who wish to participate in a Study Away experience must apply and follow the associated application process. Student participation is not guaranteed, and may be denied pursuant to the Experiential Learning Department's Application Process.
- Students will be notified by the Department of Experiential Learning about final acceptance relating to a Study Away trip.
- Students will be billed periodically throughout the academic year pursuant to processes set by the Department of Experiential Learning. The overall cost of an experience must be paid in full by the Department of Experiential Learning's posted deadline and prior to departure.
- Students are required to maintain health insurance during and related to the trip. Additional information regarding health insurance requirements may be obtained through the Department of Experiential Learning.
- 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.
- Students are expected to remain in good academic standing, meaning above a cumulative 2.0 GPA.
- If a student decides to withdraw from a Study Away trip, the withdrawal must be submitted in writing to the Department of Experiential Learning and the Faculty Leader pursuant to the process set forth by the Department of Experiential Learning. Upon a withdrawal, the College will work with providers to refund students. Refunds (partial or full) are not guaranteed.