

<b>SUBJECT:</b>  Student Travel Policy	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  08-1-033
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b> Director of Student Activities	

**I. Purpose and statement of operational policy underlying the procedure.**

The purposes of the student Travel Policy are to: (1) Establish requirements for student travel and trips to ensure safety and well-being of students and chaperones; and (2) establish uniform set of procedures that govern the travel approval process.

**II. Applicability/Scope**

This policy applies to all students at LeMoyné-Owen College.

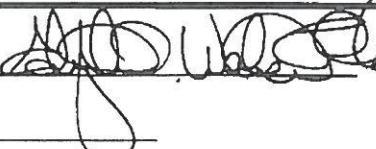
### III. Process for Implementing Procedure

Travel Policy in its entirety can be found in the Student Handbook located on LeMoyne-Owen College Web site (loc.edu).

Requester	Action	Timeline
Individual students and Student Organizations	Complete and submit the Student Travel Form to Student Activities	No later than 5 business days prior to the scheduled trip
All students traveling	Complete and submit an Off-Campus Travel Waiver and Assumption of Risk Form to Student Activities	No later than 5 business days prior to the scheduled trip
Faculty/Staff Advisor or Chaperone	Submit personal contact information to Student Activities and students	No later than 5 business days prior to the scheduled trip
Division Chairperson and/or Cabinet member	Authorize travel	No later than 5 business days prior to the scheduled trip

### IV. Related policies/References for more information

For additional information see the LeMoyne-Owen College Student Handbook Policies and Procedures.

Authorizing Official: <u>Edythe Cobb</u> 	Authorization Date: <u>10-6-11</u>
Title: <u>Dean of Students</u>	

# LeMoyne-Owen College

## Student Travel Policy

Students

### Policy Statement

#### 1. Purpose

LeMoyne-Owen College seeks to promote safe travel to events and activities occurring beyond the boundaries of the college property by students and recognized student organizations. As such, this Policy applies to individual student and group travel in cases where the travel is sponsored by LeMoyne-Owen College, a recognized student organization, or an academic division or department which travels on behalf of, or with the financial support of LeMoyne-Owen College. Examples of co-curricular and extra-curricular activities and events that fall under this Policy include, but are not limited to: Division of Student Affairs sponsored field trips and the activities of recognized student organizations, Student Government Association funded community service travel and academic related travel to conferences, presentations, seminars, competitions and other programs.

This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in student teaching, internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

#### Definitions

A *recognized student organization* is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of LeMoyne-Owen College, has been approved for recognition by the Director of Student Activities, and maintains a current registration status with the Director of Student Activities.

A *College sponsored event or activity* is one that is initiated, actively managed, planned and arranged by a member of the College's faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the College, and is approved by an appropriate administrator and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically, or administratively.

A *currently enrolled student* is one who is a student who is currently registered in full-time or part-time classes.

*An appropriate administrator* is a faculty or staff member approved by the appropriate Cabinet member.

## **2. General Requirements**

All student and recognized student organization travel falling within this Policy must meet the following requirements:

- a. Recognized student organization travel must be consistent with the organization's mission statement and constitution and by-laws on file with the Director of Student Activities. Travel must be planned so as not to create an undue interference with academic responsibilities.
- b. An individual student or recognized student organization must complete and submit the Student Travel Form to the Office of Director of Student Activities no later than five (5) business days before the scheduled trip.
- c. All students traveling must complete and submit an Off-Campus Travel Waiver and Assumption of Risk Form to the Director of Student Activities no later than five (5) business days before the scheduled trip.
- d. All College sponsored travel must be chaperoned by a faculty or staff mentor, except as provided in Section V below.
- e. The name, address, and telephone number of the faculty/staff mentor to the recognized student organization must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the LeMoyne-Owen College Code of Student Conduct with the recognized student organization leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student desires to be notified in the event of an emergency.
- f. All trips are required to follow the Division of Student Affairs Student Travel Guidelines noted in section VII, below.
- g. Any trip taken without submission of a complete and accurate Student Travel Forms or other violations of this policy may result in individual and/or organizational discipline as outlined in the College Disciplinary Procedures Appeal in LeMoyne-Owen College Student Handbook, together with such additional action as may be deemed appropriate by the Dean of Students.

## **3. College Sponsored Student Travel**

To assure that events or activities involving student travel are consistent with the College's mission and that student safety issues have been addressed, College sponsored student travel must be approved in advance by an appropriate cabinet member or division chairperson. The appropriate administrator will assure that the proposed travel request conforms to the procedures outlined in the Division of Student Affairs Student Travel Guidelines in section VI, below.

The following rules apply to the travel of currently students attending activities or events sponsored by LeMoyne-Owen College which occur beyond the boundaries of Shelby County.

- a. To request authorization, members of the faculty, staff or recognized student organization granted funding who organize activities covered by this Policy must submit a completed Student Travel Form to the appropriate administrator for approval. The request must be submitted at least five (5) business days in advance of travel.
- b. All College sponsored trips must be chaperoned by a staff or faculty member, except with the approval of the appropriate cabinet member.

Names and pertinent information must be submitted to the Director of Student Activities. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

#### **4. Non-College Sponsored Travel**

Non-College sponsored travel occurs when travel to an off-campus activity or event beyond the boundaries of Shelby County is required as part of membership in a recognized student organization functioning under the auspices of the Division of Student Affairs, but College funds are not utilized to support the travel.

Recognized student organizations must utilize their own funds acquired through fundraising, dues, or other lawful sources, to support Non-College sponsored travel.

When participating in non-College sponsored travel, recognized student organizations are required to submit the Student Travel Form available via the Director of Student Activities. In addition, the recognized student organization is subject to those requirements described in Section III of this policy.

#### **5. Division of Student Affairs Student Travel Guidelines**

LeMoyne-Owen College provides opportunities for student travel to activities that facilitate and/or enhance the learning process. Participation in such activities shall be limited to members of the College community. These Guidelines do not apply to international travel, study abroad travel, or travel under the auspices of the Department of Athletics.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law.

All trip participants are required to (a) comply with the standards set forth in the LeMoyne-Owen College Code of Student Conduct and with applicable College policies,

procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the LeMoyne-Owen College Disciplinary Procedures and Appeal in LeMoyne-Owen College Student Handbook.

Please note for College sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as the College's Emergency Response and Contingency Plan. The following additional guidelines also apply to all travel activities subject to the LeMoyne-Owen College Student Travel Guidelines:

- a. Pre-trip Meeting: The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
- b. Transportation: The sponsoring College department should be prepared to arrange for transportation by official College vehicle(s), rental vehicle(s), chartered and regularly scheduled transportation service, or, if necessary, personal vehicles.

## OFF-CAMPUS TRAVEL WAIVER AND ASSUMPTION OF RISK

Student Name: \_\_\_\_\_

Student ID \_\_\_\_\_

Classification: \_\_\_\_\_

Off-Campus Activity: \_\_\_\_\_

Dates of Off-Campus Activity: \_\_\_\_\_

LeMoyne-Owen College believes that organized off-campus activities by its students are an important part of the students' overall learning experience. Off-campus activities do, however, involve significant risks, both to students participating in them and also to the College based upon the manner in which students conduct themselves while off campus.

By signing this form, the above-named student agrees as follows:

1. To observe standards of conduct set forth in the LeMoyne-Owen College Code of Student Conduct and all College policies and procedures (including without limitation the LeMoyne-Owen College Student Travel Policy) applicable to the student while participating in the off-campus activity referenced above.
2. To conform his or her conduct to the standards surrounding the Activity and assume responsibility for his or her own actions, understanding that the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
3. That the student does not act as an agent or representative of LeMoyne-Owen College and, accordingly, shall not have or hold himself or herself out as having the power or authority to bind or create liability for the College by virtue of his or her negligent or intentional acts or omissions.
4. To assume full financial responsibility for all costs and expenses incurred by the student in connection with the Activity, including without limitation financial responsibility for damage or destruction to property of third parties.
5. To obtain and maintain such health, accident, disability, hospitalization and travel insurance as he or she may deem necessary for the Activity, and to be responsible for the costs of such insurance and for any expenses not covered by insurance.
6. To immediately disclose to the College any physical or emotional conditions or problems that might impair his or her ability to complete the Activity, and that he or she hereby releases the College and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of his or her failure to disclose such conditions or problems.
7. That participation in the Activity is entirely voluntary, and that he or she understands the possibility of risk associated with travel. These risks can come from causes which are many and varied, may not even be presently foreseeable, and may include negligent or intentional acts or omissions of others. He or she acknowledges, accepts, and assumes all such risks, whether or not presently foreseeable and whether or not caused by the negligent or intentional acts or omissions of others, and elects voluntarily to participate in the Activity. He or she releases LeMoyne-Owen College and its trustees, officers, employees, agents and representatives from any and all claims he or she may have in the future, waives all such claims, and agrees not to sue the College or its trustees, officers, employees, agents and representatives for any such claims, arising out of his or her participation in the Activity, including but not limited to claims arising out of the negligent or intentional acts or omissions of others.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Travel Form

**Information to be entered by College Representative:**

Name of Advisor or Responsible Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number you can be reached during event: \_\_\_\_\_

Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Location where group will be staying (include phone number)

\_\_\_\_\_ Phone #: \_\_\_\_\_

Dates of Event: \_\_\_\_\_ Event begins: Month \_\_\_\_\_ Day \_\_\_\_\_

Event Ends: Month \_\_\_\_\_ Day \_\_\_\_\_

How will you be traveling? \_\_\_\_\_

---

**Number of students traveling:** \_\_\_\_\_

Names of all students participating in trip: (attach extra sheet if needed)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Local contact number or cell phone: \_\_\_\_\_

In case of emergency, notify:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_

---

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Local contact number or cell phone: \_\_\_\_\_

In case of emergency, notify:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_

---

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Local contact number or cell phone: \_\_\_\_\_

In case of emergency, notify:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_

---

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Local contact number or cell phone: \_\_\_\_\_

In case of emergency, notify:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_

---

**Travel Itinerary**

Leave L.O.C.      Month \_\_\_\_\_      Day \_\_\_\_\_      Time \_\_\_\_\_

Arrive site      Month \_\_\_\_\_      Day \_\_\_\_\_      Time \_\_\_\_\_

Leave site      Month \_\_\_\_\_      Day \_\_\_\_\_      Time \_\_\_\_\_

Arrive L.O.C.      Month \_\_\_\_\_      Day \_\_\_\_\_      Time \_\_\_\_\_