

Student Travel

Any non-classroom trip or tour by students representing the College or a College-sponsored organization, excluding athletic and agricultural livestock judging contests, must receive prior approval. The Vice President for Student Services and/or the Vice President for Academic Services may approve a trip or tour if the following conditions are met:

1. The club or organization advisor, or alternative representative approved by the appropriate Vice President, is present on the trip or tour.
2. The advisor completes and submits the appropriate approval and participants' forms.
3. The advisor submits a completed and signed indemnification and conduct statement for each trip or tour participant prior to departure.
4. If any institutional monies will be expended on the trip or tour, the advisor must complete and submit the appropriate travel form.
5. If a student is approved to represent the College at a function where an advisor cannot be present, he or she must receive authorization from the President or the appropriate Vice President.