FIELD TRIPS and COLLEGE-SPONSORED TRAVEL

The College supports and encourages student travel and attendance at conferences and other activities that are performed as a part of the educational experience. These activities, when related to course or co-curricular offerings of the College, reinforce the emphasis placed upon active learning.

Students and staff shall adhere to the standards of conduct as referenced in policy section 5420.

Adopted: December 11, 2014
FIELD TRIPS AND COLLEGE-SPONSORED TRAVEL

The College may conduct student field trips and travel in connection with courses or College-related social, educational, cultural, athletic or musical activities. Destinations include places in Wyoming or any other state, the District of Columbia or foreign countries. Such trips must be a part of the College’s educational and co-curricular planning.

The College will, according to established procedures, transport students, instructors, supervisors and other personnel via College-owned vehicles or contracted transportation services.

Non-students should not be transported on College-operated trips without specific permission of the appropriate vice president.

All trips that are part of a College-sponsored activity or course must be approved by the appropriate administrator prior to advertising the class or activity. All international travel must be approved by the Vice President for Student Learning and/or the Vice President for Student Success Services prior to advertising the trip.

All persons traveling on a College-sponsored trip must adhere to all College policies and procedures. A College employee must be designated as the responsible party for each trip.

Sponsors/Instructors must ensure that appropriate liability release forms are signed and that an itinerary and list of travelers is on file in the office of the Vice President for Student Success Services prior to leaving on the trip.

All persons traveling on a College-sponsored trip shall be deemed to have waived all claims against the College for injury, accident, illness, or death occurring during or by reason of the trip. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Adopted: December 11, 2014