

Travel Policies & Procedures

- A. Students must be accompanied by and travel with an approved* faculty or staff sponsor/chaperone. (**Approved P-2 Form Required*)
- B. All Advisors/Chaperones accompanying students on trips shall complete a “Professional Leave Form” to cover the period they will be away from campus. This form must be turned in to the appropriate Departmental Supervisor for approval and then forwarded to the Student Life Director at least one month prior to the scheduled dates of travel.
- C. Advisors/Chaperones shall ensure that each student fills out all appropriate forms (see attached checklist) at any time they are leaving campus on a college sponsored trip. (If the student is a minor, i.e. under 18 years of age, the form is to be filled out by the student’s parent or guardian).
 1. Only those individuals riding in a commercial, rental or college vehicle are covered by the college comprehensive insurance while in transit.
 2. Consumption of alcoholic beverages is not permitted during any college sponsored activity.
- D. All student groups or individual students shall travel either by plane, train, bus, rental car or campus vehicle. Travel by private car will not be allowed under any circumstances.
- E. Students (regardless of age) shall be under the control and direction of the Advisor(s)/Chaperone(s) at all times while on trips away from the campus. Advisor(s)/Chaperone(s) shall ensure that all students conduct themselves as worthy representatives of the college and make students aware of appropriate dress requirements during the event.
- F. Students are required to adhere to all other provisions of the Student Rights and responsibilities Code of Conduct at all times while participating in college sponsored activities.