

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4096

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PROCEDURE TITLE: Student Travel

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: IV-5 Student Rights and Responsibilities

EFFECTIVE DATE: January 13, 2004

LAST REVISION DATE: May 10, 2005

LAST REVIEW DATE: May 10, 2005

I. PURPOSE


To prescribe the guidelines for circumstances for student travel to events in which student(s) is representing a College interest or when the College requests such travel of the student(s).

II. PROCEDURE

- A. Travel within Miami-Dade County: Students may travel to designated College activities and meetings within the Miami-Dade County by either arranging their own means and method of transportation; or the College, at its sole discretion, may arrange transportation.

- B. Out of Miami-Dade County within the State of Florida: The College, at its discretion, may arrange all such travel. A student, who is traveling individually, is at least 18 years of age and is approved by the College, may travel without a College designated chaperone. The College may require a group of students to travel with College designated chaperone(s) and to travel altogether as one group. The College encourages that a designated chaperone accompany students traveling as a group, and that group travel without a designated College chaperone be approved only in extraordinary situations. The College may restrict individual students from traveling independently of the group. Any student(s) who travels independently of the group without prior College approval shall not be considered a part of the group of traveling students authorized by the College under this Procedure.

- C. Out of State and/or International Travel: Domestic and international travel shall follow the same guidelines as “Out of Miami-Dade County within the State of Florida”. The burden is on the traveling student(s) to ensure that any and all necessary immigration paperwork is completed, filed and approved by the appropriate federal governmental agency and/or any other governing entity for travel within and outside of the United States of America.

	5/10/05
PRESIDENT	DATE