

# **Cedar Crest College Student Travel Policy**

## **Definition & Purpose**

Student travel refers to any college-sponsored off-campus travel involving currently enrolled students and led, organized, or approved by Cedar Crest College. This includes academic travel, co-curricular travel, field trips, and faculty/staff-led group experiences.

The purpose of this policy is to ensure that all student travel:

1. Supports the academic and/or co-curricular mission of the College
2. Is conducted in a safe and responsible manner
3. Includes appropriate oversight, planning, and risk management

## **Scope of Policy**

1. This policy applies to:
  - a. Faculty-led academic travel and field trips
  - b. Athletic and other co-curricular travel
  - c. Student club and organization travel that is approved or led by an advisor or other College employee
  - d. Overnight and multi-day domestic travel
2. This policy does NOT apply to:
  - a. Independent student travel (e.g., internships, jobs, or personal travel)

## **Eligibility Criteria**

1. This policy applies to
  - a. Full-time or part-time undergraduates at all class standings (FY-SR)
  - b. Full-time or part-time SAGE students at all academic levels (Undergraduate, Master's, and Doctorate)
  - c. Non-degree seeking enrolled students, such as visiting students.

## **Student Responsibilities & Conduct**

All students are expected to:

1. Abide by the College Student Handbook, including conduct and academic integrity policies
2. Follow all instructions provided by trip leaders
3. Act responsibly and respectfully in all travel settings

The College reserves the right to remove any student from a travel program for misconduct or safety concerns.

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## **Trip Planning & Approval Process**

### **1. Short-duration and Day Trips**

- a. Trip leaders may be College employees or student leaders approved by a College employee
- b. Trip leaders must obtain approval from their supervisor, club/organization advisor, or other designated College employee.
- c. The trip leader (or other designated employee) is responsible for completing the Student Off-Campus Travel Form prior to departure and submitting any corrections to the trip records as soon as possible.

### **2. Overnight Travel**

- a. All overnight travel requires prior approval by the appropriate College employee
- b. Trip leaders may be College employees or student leaders approved by a College employee.
- c. Final approval must be obtained before making financial commitments.
- d. Trip leaders are responsible for completing the Student Off-Campus Travel Form prior to departure and submitting any corrections to the trip records as soon as possible.
- e. Trip leaders are responsible for providing a list of final housing accommodations upon return or at the request of Campus Police.

### **3. Overnight Travel Requirements**

- a. Accommodations must be arranged in advance.
- b. At least one trip leader must be designated for each overnight trip. If the trip leader is a student, they must have a designated College employee contact for emergencies.
- c. There must be one leader for every 10 students.
- d. At least one designated trip leader must be available to students at all times
- e. Faculty/staff may not share rooms with students.
- f. Only approved participants may travel and stay with the group.

Trip leaders are responsible for:

- a. Ensuring safe accommodations
- b. Coordinating meals as needed, with attention to dietary needs
- c. Maintaining appropriate supervision
- d. Ensuring students' accessibility accommodations are implemented as appropriate.

## **Transportation Policies**

All student travel covered under this policy is subject to the College's transportation and vehicle policies, including:

1. College personnel may NOT transport students in personal vehicles
2. Approved transportation methods include:
  - a. College vehicles with approved drivers

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- b. Chartered/professional transportation services
  - c. Public transportation
2. Students traveling independently to a location assume responsibility for their own transportation

### **Risk Management & Safety**

1. All travel must prioritize safety and risk awareness.
2. Trip leaders are responsible for ensuring that all trip participants have submitted updated Emergency Contact information through My.CedarCrest.
3. Trip leaders must:
  - a. Be able to access emergency contact information or Campus Police at all times
  - b. Be reachable during travel
  - c. Report emergencies immediately to designated College officials
  - d. Complete a safety training for leading group travel prior to departure

The College reserves the right to cancel or modify travel if safety concerns arise.

### **Financial Responsibilities**

1. Trip leaders must coordinate, as appropriate, with appropriate administrative offices regarding:
  - a. Budgeting
  - b. Payment collection
  - c. Use of College funds or credit cards
2. Students are responsible for:
  - a. Paying required program fees
  - b. Any personal expenses incurred during travel
  - c. Obtaining any financial documentation (such as receipts) as instructed by the trip leader.

Refund policies for specific trips should be approved by designated College employees and clearly communicated in advance.

### **Code of Conduct Enforcement & Removal**

The College reserves the right to:

1. Remove a participant from a trip for misconduct, safety violations, or failure to comply with policies
2. Require the participant to return home at their own expense

Students removed from a trip may face additional disciplinary action.

### **Emergency Protocols**

In the event of an emergency:

1. The trip leader must contact designated College officials immediately

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2. Appropriate local authorities should be contacted as needed
3. An incident report should be completed as soon as possible

The College may:

1. Terminate the trip early
2. Provide additional support personnel
3. Take necessary action to protect participants

### **Final Authority**

The College reserves the right to:

1. Approve, deny, or cancel any domestic travel
2. Modify travel plans due to safety, financial, or logistical concerns

No travel should proceed without proper authorization.