

International Short-Term Travel Policy	Policy Number	2.14
	Effective Date	January 10, 2012

1.0 POLICY & PURPOSE


Student learning at Laramie County Community College (LCCC) is supported and enhanced through International Short-Term Travel (Travel) opportunities. Travel by students enrolled at LCCC in college-sanctioned trips is a privilege. The objective of this Travel policy is to support reasonable and necessary Travel related to achieving LCCC’s educational mission. Therefore, all Travel must be directly related to that mission. While LCCC prioritizes student learning, student safety is paramount. This policy outlines the administrative processes and expectations for all participants in LCCC-sanctioned Travel. All participants must fulfill these information requirements and abide by administrative guidelines (including prior budgetary approval by an authorizing administrator when applicable) and comply with all other LCCC operating procedures. LCCC has developed this Travel policy with the expectation that all participants (students, Travel Supervisors and Chaperones), and authorizing administrators strictly adhere to its requirements. If the required information is not provided by the established deadline or the required training is not completed, the participant will not be allowed to participate in the Travel experience. If rules, policies, or procedures are violated, the participant who has violated the rules, policies or procedures may be subject to disciplinary procedures up to, and including, termination or expulsion as well as being returned to LCCC at the participant’s expense. The disciplinary decisions while on the trip lie exclusively with the Travel Supervisor. Upon return to campus the LCCC Rule for Discipline will applied to employees and the Student Discipline Policy will be applied to students.

2.0 REVISION HISTORY

Adopted on: 1/10/12

3.0 PERSONS AFFECTED

This policy applies to all students, faculty, staff, and administrators who participate in LCCC-sanctioned travel.

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Marlene Tignor, Instruction Vice President	10/25/11
Approval by President’s Cabinet		1/10/12
Approval by President (Signature)		1/10/12