

Student Organization and Class Travel Policy	Policy Number	2.15
	Effective Date	March 20, 2012

1.0 POLICY & PURPOSE

Laramie County Community College supports co-curricular student learning and encourages participation in student clubs/organizations and class activities. The College encourages student organizations and classes to take advantage of events off campus that enhance their education such as conferences, cultural trips, competitions, and special events. To promote a safe travel experience, the following procedures have been established for students traveling as a representative of a recognized student organization or Laramie County Community College in general.

This policy does not apply to individual student travel for the purpose of internships, practicums, observations, or other required off-campus class assignments not funded by the College. Students traveling to athletic or other College events as spectators are also exempt.


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, 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 rules for discipline will be applied to employees and the student discipline policy will be applied to students.

2.0 REVISION HISTORY

Adopted on: 3/20/12

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		3/20/12
Approval by President (Signature)		3/20/12