

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

1.0 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 procedure applies to all students, faculty, staff, and administrators who participate in LCCC-sanctioned Travel.

4.0 DEFINITIONS

- A. *Participant* – Students and/or college personnel traveling as students who are traveling on an LCCC sanctioned Short-Term International All Participants are required to abide by the LCCC rules and policies as well as expectations established by the Travel Supervisor.
- B. *Short-Term International Travel* – International travel programs of less than one semester.
- C. *Travel Supervisor* – A full-time LCCC employee responsible for initiating and implementing student travel and who will be accompanying students in an official capacity.
 - 1) The Travel Supervisor is the employee of record who is responsible for the administrative procedures related to travel and for requiring all Participants to comply with the LCCC policies and expectations.

- 2) Travel Supervisor may be a faculty member coordinating travel related to instructional coursework, service learning, or experiential learning; or a student organization advisor coordinating student travel related to competitions, community service, leadership or professional development.
 - 3) The Travel Supervisor has the obligation to act as a responsible agent of LCCC and make reasonable efforts to protect the safety of the Participants for the duration of the travel period. Each student must complete the [International Student Travel-Assumption of Risk and Waiver](#).
- D. *Chaperone* – A LCCC employee (or an appropriately trained designee) who travels in an official capacity shall assist the Travel Supervisor in responding to critical incidents, student behavior concerns, medical or mental health emergencies or any other precipitating factors Chaperones shall assist the Travel Supervisor in managing potentially disruptive incidents to minimize the impact of unforeseen circumstances on the learning or educational outcomes for other Participants. Chaperones are approved by the Authorizing Administrator in consultation with the Travel Supervisor using the LCCC Student Travel Chaperone Guidelines.
- E. *Authorizing Administrator* – An LCCC Administrator (Dean, Director or Vice President) who evaluates proposals for travel, classifies travel utilizing the guidelines in this procedure, and authorizes budgetary funds. Authorizing administrators are also responsible for determining if a Chaperone is required for each individual travel authorization, and approving the designated Chaperone(s).
- F. *Expulsion From Trip* – Should a travel Participant be expelled from the event/trip/activity, LCCC shall not be responsible for any financial loss incurred on the part of the Participant, including but not limited to those costs incurred as a result of paid registration fees, travel expenses including return travel, legal expenses, medical expenses, personal damages, or other expenses related to participation in the trip/event/activity and violations of the LCCC travel policies.
- G. *Host Institution* – For the purposes of this Policy, the party receiving students shall be referred to as the “Host Institution.”

5.0 PROCEDURES

A. ORGANIZATIONAL STRUCTURE

The International Short-Term Travel Policy and Procedure are coordinated by the Vice President of Student Services or the Vice President of Academic Affairs (depending on the purpose of the travel). The Vice President of Student Services and Vice President of Academic Affairs must develop internal policies to govern authorizing administrators as well as determine when, how, and under what circumstance LCCC will allow, suspend, or prohibit short-term international travel. Implementation of authorized short-term international travel must be in accordance with the appropriate LCCC procedures.

B. TRAVEL REQUEST/AUTHORIZATION PROCESS

All travel must be authorized in advance and all required forms must be on file before departure. Travel is initiated and authorized utilizing the following steps.

- 1) The Travel Supervisor will complete the College **Travel Request Form** and the [Student Travel Request Form](#), based on a reasonable estimate for the number of students participating and the most efficient travel arrangements, prior to committing LCCC resources for reservations, tickets, etc. Travel Supervisors should do the following in conjunction with any request:

- a. Travel supervisors must have each student complete the *International Student Travel-Assumption of Risk and Waiver*.
 - b. Travel supervisors should ensure that budget resources required for all students to achieve the intended learning outcome(s) are in place and approved for this purpose.
 - c. Travel supervisors should plan itineraries that utilize the most efficient travel route possible.
 - d. Travel supervisors should identify and arrange for the use of the most appropriate transportation and hotel accommodations required to meet the established outcomes for each trip.
- 2) The Travel Supervisor will submit the completed College ***Travel Request Form, the Student Travel Request Form***, and the ***International Student Travel-Assumption of Risk and Waiver*** along with the appropriate documentation to the appropriate Authorizing Administrator. This documentation should identify the request as a reasonable and necessary expenditure to accomplish specific academic learning or community development outcomes consistent with the LCCC's educational mission.

C. AUTHORIZING ADMINISTRATOR REVIEW

The Authorizing Administrator will review the request and supporting documentation.

Authorizing Administrators are responsible to ensure that travel is reasonable and purposeful, and that sufficient funds exist for all travel expenditures. In particular, the review should include:

- 1) An examination of potential risks and dangers associated with the program, such as health, security, safety, environmental, and transportation.
- 2) Satisfaction of any legal requirements to operate the educational program in the proposed location.
- 3) A discussion of how best to manage and transfer significant risks associated with this program to third parties (for example, by contract, insurance, or indemnification).

Travel Supervisors may finalize travel arrangements and confirm reservations only after the request has been approved in writing from the Authorizing Administrator.

D. STUDENT SELECTION PROCESS

Vice President of Student Services, Vice President of Academic Affairs, Authorizing Administrators, and Travel Supervisors *must* establish a student application and acceptance procedure. Students must fill out a formal application, which must include but is not limited to the following:

- 1) The applicant's complete name and home and campus contact information.
- 2) A description of the applicant's level of fluency or competence in the local language, as well as prior coursework that prepares the student for participation in the program.

E. ORIENTATION

1) Travel Supervisor Orientation

The Authorizing Administrator must provide a Pre-departure Orientation for Travel Supervisors and Chaperones and provide detailed information regarding Campus Communications and Contacts, insurance, and emergency planning.

- 2) Travel Supervisors should be instructed to collect and provide to the institution:
 - a. Program itinerary, including all approved destinations and dates of travel.
 - b. Detailed contact information for the traveling party at each step, if possible, on the trip, including any faculty, staff, or student cell phone numbers.
 - c. A detailed description and itinerary for all planned field trips, side trips, and other activities.

- d. A list of all participants, contact information at destination, if possible, as well as a U.S.-based emergency contact for each participant.
 - e. Information concerning each traveler's special needs, if any.
- 3) Training should include when and under what circumstances Travel Supervisors should complete incident report forms and submit them to LCCC including but not limited to the following:
- a. Serious student behavioral problems, disciplinary issues, or academic misconduct.
 - b. Accidents or injuries involving students, faculty, or staff.
 - c. Criminal conduct, arrests, or other misconduct involving participating students, faculty, or staff.
 - d. Complaints of harassment or discrimination involving students, faculty, or staff.
 - e. Violations of local campus policies or procedures by participating students, faculty, or staff.
- 4) During orientation, Travel Supervisors should be instructed to build redundancy into their planning for crises and emergencies so that the short-term program will always have leadership or supervision in the foreign destination.
- 5) Travel Supervisors should be trained regarding the following logistical information:
- a. Who should be notified and updated on campus during various kinds of crises and emergencies, both when campus is in session and when it is closed for a break.
 - b. Who should communicate with the student's family or emergency contacts when needed and how best to communicate with them.
 - c. How best to reach the local university's global medical assistance provider, on-site medical providers, emergency personnel, and local authorities.
- 6) Travel Supervisors should be told not to leave a student who has become injured or ill behind or unsupervised, even if this means changing the group's plans.
- 7) Student Oversight – Travel Supervisors on short-term international trips have responsibilities beyond academics. They must also provide on-site administration. Faculty leaders will have to know relevant LCCC and host institution policies and procedures so that they can address student issues just the way administrators would address them at LCCC.
- 8) Disciplinary Proceedings – Travel Supervisor training should include instruction in responding to student disciplinary problems. LCCC requires Travel Supervisors to do the following:
- a. Immediately notify the home campus if one of the students is the victim of, or accused of, a violation of academic or disciplinary rules.
 - b. Provide appropriate officials on the home campus with written documentation of the allegations and any documents or other materials related to the alleged student conduct violation.
 - c. Help ensure that the LCCC and the host institution's student code of conduct is followed with respect to complaints that must be investigated (for example, allegations of discrimination or harassment) and comply with applicable due process requirements, such as giving charged students notice of the allegations and a reasonable opportunity to be heard.
 - d. Separate the complainant from the accused student pending the outcome of disciplinary proceedings or investigation, especially in cases involving allegations or threats of physical violence, intimidation, harassment, or possible danger to a student.
 - e. Inform all involved parties that retaliation, physical violence, threats, intimidation, and harassment will not be tolerated and will be viewed as separate offenses that could constitute immediate grounds for removal from the program.

- 9) Students with Disabilities – Travel Supervisors should instruct students with disabilities to contact the LCCC Disability Support Services (DSS) office and they will attempt to arrange reasonable accommodations for students, although it is important to note that countries and educational institutions differ in their infrastructure and ability to accommodate individuals with disabilities.
- 10) Sexual Harassment – Travel Supervisors must receive training in the institution’s sexual and discriminatory harassment policies. Travel Supervisors should be trained to know:
 - a. Who is to receive complaints of harassment on the LCCC campus and host institution campus?
 - b. Who is charged with investigating such complaints under LCCC and local campus policies?
 - c. That any such complaints must be reported immediately and responded to swiftly and appropriately by LCCC and host institution.
 - d. What will happen if the alleged harasser is the only LCCC employee on the trip?

F. STUDENT PRE-DEPARTURE ORIENTATION

Pre-departure orientations are required events for informing students about institutional resources, expectations during the program, and any significant health, safety, or security risks participants may encounter at the program location. During orientation programs, Travel Supervisors should provide students with information regarding:

- 1) Student health insurance options and coverage, including means of obtaining ready access to medical care at or near the program site.
- 2) Risks of harm or exposure to potential disease and how best to help mitigate them.
- 3) The political climate and any expected civil unrest, political demonstrations, or similar strife.
- 4) Challenges posed by poor roads or traffic conditions.
- 5) Risks of crime as well as areas and behaviors to avoid limiting exposure to crime.
- 6) Risks of terrorism and how to mitigate them.
- 7) The proper response for natural or other disasters, emergencies, or crises.
- 8) Relevant contact information for faculty leaders, key staff, or departments on the LCCC and local institution as well as local authorities.
- 9) The institution’s crisis management plan and the program’s local institution’s contingency plans.

G. ON SITE ORIENTATION


Travel Supervisors will provide an On Site Orientation after arrival, to address any health, safety, security, and other risks.

H. FACULTY AND STAFF REPORTS

- 1) Travel Supervisor must prepare a report about their experience. These reports should include information about such matters as:
 - a. The pre-departure Travel Supervisor orientation and training preparation, especially in terms of safety, security, health care, and risk-related issues, and their experiences in these areas, both good and bad.
 - b. Contractors’ services, especially their professionalism and attentiveness to student safety.
 - c. Problems and issues encountered.
 - d. Important facts about the location that should be recorded and referred to when planning future programs.
- 2) The Authorizing Administrator must review the post program reports.

I. DISCIPLINE

Failure to comply with the approved procedure may result in disciplinary action up to and including termination or expulsion.

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