**SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**Student Travel Policy and Procedures**

**I. PURPOSE**

 The Suffolk Community College Association, Inc. (“Association”) believes that the students of Suffolk County Community College (“College”) can enrich and enhance their educational experiences outside the classroom by participating in off-campus travel opportunities. Such travel broadens students’ perspectives, contributes to their academic development and welfare, and fosters a lifelong love of learning.

The purpose of this policy is to maximize the myriad benefits associated with such student travel by outlining specific guidelines and procedures designed to ensure that student travel is properly planned, coordinated and effectuated.

**II. DEFINITIONS**

 A. Advisor - A College or Association employee, who, upon appropriate administrative approval, is responsible for coordinating, overseeing and/or accompanying eligible students participating in off-campus travel.

 B. Approved Driver-A College or Association employee who is entrusted with transporting students for the purposes of off-campus travel. Such employees must comply with the following requirements:

1. Be 23 years of age or older;

2. Hold a current, valid driver’s license at the time of any Off-Campus Travel;

3. Have a driving record approved by the Association’s authorized insurance provider; and

4. Have undergone all necessary driver training and education, as required by the Office of Campus Activities.

 C. Authorized Guest – Any person who is related to, or a personal friend of, an eligible student, and who receives the prior approval of the Advisor to participate in off-campus travel.

 D. Eligible Student - Any student who meets the criteria set forth herein at paragraph III(A).

E. Off-Campus Travel or Trip **–** Any off-campus activity or excursion that occurs in connection with a registered student club, organization or athletic team; or with the Office of Campus Activities.

**III. ELIGIBILITY FOR OFF-CAMPUS TRAVEL**

Only eligible students, faculty, staff and authorized guests may participate in off-campus travel.

A. Eligible Students.Off-campus travel is a privilege for students who meet certain eligibility requirements, including the following:

1. Student must currently be registered at the College, either on a full-time or part-time basis, and be (1) a member of a registered student club, organization or athletic team, or (2) a participant in an event approved by the Office of Campus Activities;

2. Student must be making satisfactory progress in all classes; and

3. Student must not, currently, be the subject of a College disciplinary proceeding, or on disciplinary probation, as defined in the *Suffolk County Community College Student Code of Conduct and Conduct Process*.

 B. Authorized Guests. Authorized guests are permitted to accompany eligible students on off-campus trips to New York City, provided each such authorized guest (or his/her parent/guardian, if under age 18) executes an *Assumption of Risk and Release Form*. In the event travel accommodations are limited, authorized guests’ rights to participate in such off-campus trips shall be subordinate to the rights of students of the College.

**IV. APPROVAL PROCEDURE**

A. The Advisor seeks approval for off-campus travel by submitting an *Advisor Agreement* to the Office of Campus Activities.

B. Once off-campus travel is approved, students submit the following forms to the Advisor, who, thereafter, submits such forms to the Office of Campus Activities:

1. *Trip Participation Form/Student Code of Conduct Agreement*; and

 2. *Assumption of Risk and Release Form*

C. The Advisor, and/or his/her designee, reserves the right to deny permission for a student to participate in off-campus travel, if, in the exercise of his/her reasonable discretion, such determination is in the best interests of the College and/or the Association.

**V. STUDENT CONDUCT**

Students participating in off-campus travel must conduct themselves in a manner which reflects favorably upon the people, values and traditions associated with Suffolk County Community College. At all times during the course of off-campus travel, such students remain subject to the *Suffolk County Community College Student Code of Conduct and Conduct Process*, as well as federal, state and local laws, rules and regulations.

**VI. TRANSPORTATION GUIDELINES**

A.Approved Drivers may transport students for the purposes of off-campus travel.

B. Vendors retained to provide transportation services for Off-Campus Travel shall demonstrate compliance with all necessary insurance and driver eligibility requirements.

C.In instances where the Association covers the cost of transportation for off-campus travel, eligible students and their authorized guests, if any, are required to travel to and from the destination with the group. Exceptions to this requirement may be authorized by the Advisor, in appropriate circumstances.

D.Any student requiring a reasonable accommodation to participate in off-campus travel should discuss such circumstance with the Advisor in advance of the trip.

E.Within five (5) business days of any off-campus travel, the Advisor must submit to the Office of Campus Activities or Athletics, as applicable, all documentation which demonstrates the nature and validity of all expenditures for such travel, including itemized receipts and bills.

**VII. DISCIPLINARY ACTION**

Violations by students of this policy shall be considered misconduct, and violators will be subject to disciplinary action in accordance with College policy and the *Suffolk County Community College Student Code of Conduct and Conduct Process*.