

OFF-CAMPUS TRAVEL AND TRANSPORTATION (Field Trips)

The sponsor of any group of students making official out-of-town or off-campus trips for instructional purposes must secure advance approval from the appropriate Dean. Trips involving intercollegiate athletics must be approved by the Director of Athletics.

1. Sponsors/Instructors are responsible for informing club members/students of the College Conduct Policies and the disciplinary actions that the College may impose.
2. A sponsor/instructor is not responsible for the misconduct of members/students if they have been warned of unacceptable conduct.
3. Sponsors/instructors must have club members/students complete a Liability Release Form* "A" (Release of Liability for Use of Personal Vehicle for College Approved Trip) in order to drive personal vehicles for College sponsored trips or activities.
4. Sponsors/Instructors must also have each club member/student complete a Liability Release Form* "B" for the academic year before the member/student can participate in any off-campus ongoing College sponsored trip or activity.

*Liability Release Forms "A" and "B" are available in the Office of Student Activities. The sponsors/instructors should keep the completed forms in their own files. (The Liability Release is not a legal document but would reduce the probability of any legal action that may result from any mishap involving a club member/student who is participating in an activity off-campus. Also, this form contains College policies and disciplinary actions informing the student of what his/her proper conduct should be while engaged in College sponsored activities.)