

## **DCTC Procedure 5.19.5.1 International and Domestic Educational Travel Opportunities**

### **Chapter 5 – Administration**

#### **Part 1. Applicable Procedures/Paperwork for International and Domestic Educational Travel.**

- A. Written permission must be received from the Dean/Supervisor and the VP of Academic and Student Affairs prior to travel commencing. The Dean/VP must confirm that faculty and staff participating in such travel are current employees of DCTC.
- B. The VP of Academic and Student Affairs will appoint, in writing, a faculty member to be the trip leader.
- C. The trip leader must confirm that all student participants are enrolled students of DCTC.
- D. Students must have filled out and the trip leader must have on file the “Statement of Responsibility, Release and Authorization” and the “Waiver, Release and Indemnification” forms for each student participating prior to travel commencing.
- E. Students must have paid any related course fees or travel fees prior to the trip commencing.
- F. Students should receive the following information prior to travel commencing:
  - 1. Purpose of educational opportunity
  - 2. Cost and travel itinerary
  - 3. Student Code of Conduct
  - 4. Disciplinary Rights and Procedures
  - 5. Insurance Information
  - 6. Other information pertinent to the trip

#### **Part 2. Student Disciplinary Rights and Procedures**

- A. In all domestic and international travel situations, students are subject to the Student Code of Conduct (DCTC Policy 3.6 and Procedure 3.6.1) or as set down by the VP of Student and Academic Affairs or the trip leader.
- B. The trip leader will have the full authority of the Dean of Students to adjudicate disciplinary violations of the rules of conduct.
- C. When feasible, the trip leader should make every effort to informally resolve problems that arise. However, if a formal process is required, the following procedures for adjudicating violations of the rules of conduct should be followed:
  - 1. The trip leader will notify students of alleged violations in writing.
  - 2. A meeting will be held between the accused student and the trip leader to determine whether or not the rules of conduct have been violated and, in consultation with the VP of Academic and Student Affairs, determine sanctions, if applicable.
  - 3. The student will receive a decision letter stating whether it has been determined that the student violated the rules of conduct and the appropriate sanction, if any. A copy of the decision letter will be forwarded to the VP of Academic and Student Affairs for inclusion in the student’s disciplinary file.
  - 4. There is no appeal of discipline occurring in connection with any off-campus domestic or international travel programs. The trip leader has full authority for imposing sanctions, including sending the student home prior to the completion of the program, at the student’s expense. The decision of the trip leader is final.

#### **Part 4. Insurance.**

Any student participating in a domestic or international travel program will be required to purchase travel insurance, as directed by the College, prior to departure.

#### **Part 5. Alcohol and Drug Use or Abuse**

A. Use of illegal substances is absolutely prohibited. Anyone caught using illegal substances will be immediately removed from the program and sent home at the student's expense.

B. Use of alcohol is strictly prohibited during the program participatory time, as outlined by the trip leader.

C. Limited use of alcohol by those who are of legal drinking age will be allowed during "off" time as outlined by the trip leader under the following conditions:

1. All participants must abide by the laws of the state or country being visited.

2. All participants must not miss any scheduled event because of the effects of alcohol consumption.

3. All participants must not become ill due to the effects of alcohol consumption.

4. All participants must not engage in inappropriate behavior toward other individuals as a result of alcohol consumption.

5. All participants must not engage in destructive behavior toward property as a result of alcohol consumption.

6. All participants must not engage in behavior that causes embarrassment to the other members of the group, the in-state or in-country hosts or contacts, or the College as a whole as a result of alcohol consumption.

7. All participants must not facilitate or encourage or ignore a fellow participant who is abusing alcohol. Providing alcohol to persons under the legal drinking age is illegal. Transporting quantities of alcohol to the program site with the intent of sharing the alcohol with other participants is expressly prohibited.

D. The trip leader has full authority for imposing sanctions, including sending the participant home prior to the completion of the program, at the participant's expense. The decision of the trip leader is final.

**Part 6. Crime.** When discussions of the following situations are taking place such as telephone conversations or person to person conversations, at least two persons should be involved so there is a witness.

A. Participant is the Victim of a Crime (such as theft, assault, rape, harassment)

1. Trip leader should contact the appropriate local authorities (police, U.S. embassy, medical personnel) to begin the local action necessary to handle the situation.

2. Trip leader should contact the appropriate College administrator.

3. If the incident is between two participants, the trip leader will work with the VP of Academic and Student Affairs at the College.

4. If the incident is between a participant and an outside party, action taken will depend on the legal requirements of the state or country where the incident took place, and the wishes of the victim. If necessary, the trip leader will contact the VP of Academic and Student Affairs at the College concerning legal counsel.

B. Participant is Accused of Committing a Crime

1. Trip leader should contact the appropriate local authorities (police, U.S. embassy, medical personnel) to begin the local action necessary to handle the situation.

2. Trip leader should contact the appropriate College administrator.

3. If the incident is between a participant and an outside party, action taken will depend on legal requirements of the state or country where the incident took place, and the wishes of the victim.

4. Legal counsel will be contacted by the VP of Academic and Student Affairs, if necessary, for appropriate advice on the role of the College in the situation.

5. If the participant requests, the trip leader will contact the participant's emergency contact.

**C. Ill or Injured Participant**

1. Trip leader should contact the appropriate local authorities (police, U.S. embassy, medical personnel) to begin the local action necessary to handle the situation.

2. Trip leader should contact the appropriate College administrator.

3. Trip leader will phone the emergency contacts of the participant(s) involved in the crisis to apprise them of the situation.

4. Necessary action will be taken: provision for medical care at the location, emergency evacuation, etc.

**D. Death of a Participant**

1. Trip leader should contact the appropriate local authorities (police, U.S. embassy, medical personnel) to begin the local action necessary to handle the situation.

2. Trip leader should contact the appropriate College administrator.

3. Trip leader will phone the emergency contacts of the participant(s) involved in the crisis to apprise them of the situation.

**Related Documents:**

- Minnesota State Policy 5.19
- [Procedure](#)

**Procedure History:**

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