

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 212: Student Travel

1. The request for Student Travel Form must be completed and submitted to the Vice President for Student Services (extracurricular travel), the Vice President for Instructional Services (curricular travel), or the Vice President for Economic & Workforce Development/Continuing Education (continuing education travel) before travel is undertaken. All approvals must be obtained before the form is submitted.
2. A list of all traveling students and accompanying chaperones must be submitted along with the form.
3. Presidential approval is required for out-of-state travel.
4. Board of Trustees approval is required for out-of-country travel.
5. Use of college vehicles for approved travel should be coordinated by the trip sponsor through the Maintenance Department. Use of college vehicles is the preferred form of ground transportation. No vehicles should be scheduled before travel is approved.
6. Drivers must be employed by the College and approved in advance by the appropriate college official. Students are not authorized to drive college vehicles.
7. Off campus student events must be chaperoned by a college employee, approved in advance by the appropriate college officials.
8. Students are not required to participate in curricular travel. Failure to participate will not affect a student’s grade.
9. The Code of Student Conduct is in effect during all student travel off campus.
10. Students are required to notify their instructors of any classes missed as a result of travel. Instructors are encouraged to work with those students regarding making up missed work.
11. All students who are traveling must be a currently registered student at A-B Tech and must 18 years of age or older.
12. Student Travel is restricted to A-B Tech students and approved chaperones who are A-B Tech employees.

Exceptions to this procedure must be approved in writing by the President at least ten (10) calendar days in advance of the event.

Definitions: Student travel refers to extracurricular travel and class field trips. This includes club travel, SGA travel, and all trip opportunities provided by the College.

Pursuant to Board policy, Chapter 200, Policy 212, this procedure must be followed when dealing with Student Travel.

Procedure Revised: Executive Leadership Team, April 4, 2012.

Owner:

* Vice President for Instructional Services: curricular travel
* Vice President for Student Services: extracurricular travel
* Vice President for Economic & Workforce Development/Continuing Education: continuing education travel

Date Effective: February 28, 2013

See Student Travel Form