



NO. 5059 STUDENT TRAVEL POLICY

- 1.0 Oklahoma City Community College (OCCC) adopts this Student Travel Policy to provide a safe framework for the travel of Students participating in official OCCC Organized or Sponsored Events.
- 2.0 This policy applies to OCCC students who are enrolled at OCCC or who have been invited to travel with OCCC to take part in official OCCC Sponsored or Organized Events involving travel away from Campus. It further applies to those individuals traveling with students, including OCCC employees and volunteers.
- 3.0 **Definitions**
 - 3.1. “Student” means all persons enrolled for classes or otherwise contracted to receive instruction at OCCC, including both in-person and virtual instruction, whether full or part-time.
 - 3.2. “Non-Student Participant” means other persons who are not enrolled in OCCC classes, but who are invited to participate and travel on OCCC organized or sponsored events with the express approval of the OCCC organized or sponsored event organizer.
 - 3.3. “Community Member Affiliate” means a non-OCCC employee who is a local, district, state, or regional advisor/affiliate of a student organization in good standing per the current Student Club/Organizational Manual.
 - 3.4. “Recognized Student Organization” means any student organization who has met the required recognition criteria, approved by the Director of Student Life, and in good standing per the current Student Club/Organization Manual.
 - 3.5. “Organized Event” means an activity initiated or arranged by an OCCC employee or recognized student organization, and which is expressly approved by the Vice President for Student Affairs, and/or the Vice President for Academic Affairs, or their designated delegate, depending upon the nature and origin of the request. For instance, curricular student travel activities or classes, being led by faculty, will only need the approval of the Vice President for Academic Affairs or their delegate. Co-curricular student activities will only need the approval of the Vice President for Student Affairs or their delegate. Yet, any co-curricular activities being led by faculty will need the approval of the Vice President for Academic Affairs or their delegate and the Vice President for Student Affairs or their delegate.
 - 3.6. “Sponsored Event” means any activity endorsed by OCCC through financial support or by inviting students to participate in an activity approved by the Vice President for Student Affairs and the Vice President for Academic Affairs, or their designated delegates, as applicable.
 - 3.7. “Event” means either an Organized Event or Sponsored Event as defined herein.
 - 3.8. “Domestic Travel” means travel within the 50 states of the United States, the District of Columbia, and the U.S. Territories.
 - 3.9. “International Travel” means travel outside of the 50 states of the United States, the District of Columbia, and the U.S. Territories.



- 3.10. “Overnight Travel” means any trip where participants stay in overnight accommodations, regardless of location, distance from Campus, or length of stay.
- 3.11. “Registration” means the electronic submission of required information to be made accessible to appropriate OCCC representatives for International student admission and/or enrollment.
- 3.12. “Campus” means the OCCC main campus located at 7777 S. May Avenue.
- 3.13. “Curricular” means any travel associated directly with an OCCC course.
- 3.14. “Co-Curricular” means any travel associated with an OCCC organization or group, not directly associated with an OCCC course.
- 3.15. Terra Dotta: Software program used by OCCC for out of state domestic and international travel or fostering global engagement through virtual programs. The Terra Dotta experience delivers safe and compliant end-to-end global engagement—enabling a risk-management approach with Alert Traveler system and storage for documentation.

4.0 Travel Requirements

- 4.1. All Student Travel must be consistent with OCCC’s mission and policies, as well as those of the department or recognized student organization sponsoring or organizing the Event. All Student travel is conditioned upon the approval of the Vice President for Student Affairs or their delegate for co-curricular travel led by a non-faculty member; the Vice President for Academic Affairs or their delegate for curricular travel; or both the Vice President of Student Affairs and the Vice President of Academic Affairs for co-curricular travel led by a faculty member.
- 4.2. Organized travel groups must have the Program appropriately built in OCCC’s travel software “Terra Dotta.” The student must properly register and upload appropriate documents within Terra Dotta before being authorized to travel.
- 4.3. Students must comply with the requirements within the OCCC Student Conduct Code during the entire travel duration. Students, employees, and other participants must comply with all applicable state and federal laws, as well as OCCC policies and procedures.
- 4.4. A pre-travel Orientation, Expectations, and Safety (O.E.S.) meeting will be held prior to any co-curricular or curricular student travel that meets the B, C, D, or E time frame categories criteria as listed in section 7.3. The pre-travel O.E.S. meeting should cover the following topics:
 - 4.4.1 Terra Dotta Registration (for categories D and E);
 - 4.4.2 Review of itinerary, including important times, locations, upcoming experiences, and requirements of any agencies/companies affiliated with trip or to be visited;
 - 4.4.3 Behavioral Expectations for departure through return to campus;
 - 4.4.4 Potential Safety Concerns and Considerations of any areas, agencies/companies affiliated with trip or to be visited;



- 4.4.5 Syllabus and Grading Criteria, if applicable;
- 4.4.6 Accommodations and Health Inquiries/Referrals to Appropriate Resources;
- 4.4.7 Questions and Periods regarding waivers, itinerary, and expectations;
- 4.4.8 Waiver Collection, if not already completed.

5.0 Vehicle Use

- 5.1. Policies and procedures for use of OCCC-owned vehicles by OCCC employees for travel events must be followed. Students, unless employed by OCCC and having completed the required training, are not permitted to drive OCCC-owned vehicles.
- 5.2. Students who drive private vehicles for attendance of OCCC Sponsored or Organized Events are individually responsible for possessing a valid driver's license and auto liability insurance as required by law, obeying all driver and traffic laws, and limiting the number of passengers to the vehicle's capacity for seatbelts and other safety requirements.

6.0 Waivers and Accommodations

- 6.1. Before departure, Students aged 18 and over who will travel on OCCC Sponsored or Organized Events must complete and return the OCCC General Release, Waiver and Agreement not to sue to the event sponsor or organizer.
- 6.2. Before departure, the parents or legal guardians of Students who have not reached the age of 18 must complete and return the General Release, Waiver and Agreement not to sue the event sponsor or organizer.
- 6.3. Employees acting in their employment capacity shall not share overnight accommodations with student participants while traveling. Any exceptions must be approved in advance in writing by Human Resources and either the Vice President for Student Affairs for co-curricular travel or the Vice President for Academic Affairs for curricular travel, as applicable.

7.0 Travel Requests

- 7.1. Student travel requests must be submitted to the Vice President for Student Affairs for co-curricular travel, the Vice President for Academic Affairs for curricular travel, or their designated delegates, as applicable. These student travel requests must be submitted through the online student travel request form, which can be accessed [here](#).
- 7.2. The Vice President for Student Affairs, the Vice President for Academic Affairs, or their designated delegates, as applicable, may approve or deny any travel request at any time. A travel request that is approved initially may be denied later if any of the following concerns are brought to the Vice President for Student Affairs, the Vice President for Academic Affairs, or their designated delegates, as applicable:
 - 7.2.1 The procedures in this policy or other OCCC applicable policies have not been followed;



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- 7.2.2 False information has been provided to the Vice President for Student Affairs, the Vice President for Academic Affairs, or their designated delegates for the purpose of circumventing proper procedures and/or expediting approvals;
- 7.2.3 There is a legitimate forthcoming, ongoing, or imminent safety concern.

7.3. The required minimum time frames for travel requests are as follows:

Category A Same Day, Local/OKC Metro Travel	If all safety waivers and motor pool protocols are followed, only notice is needed.
Category B In-state, Same Day Travel	Two (2) weeks in advance of departure
Category C In-state, Overnight Travel	Four (4) weeks in advance of departure
Category D (Terra Dotta Registration) Out-of-state Travel	Three (3) months in advance of departure
Category E International Travel (Terra Dotta Registration)	Six (6) months in advance of departure

For Categories A and B, co-curricular student travel notifications and/or requests may be sent directly to the Associate Vice President for Student Affairs per the pre-designation of the Vice President for Student Affairs. Specifically, Category A notifications of a student or student club/organization travel may be filtered through the appropriate delegate of the Associate Vice President for Student Affairs, such as the Student Affairs departmental directors, who regularly have local, metro, and same- day travel occurrences.

Any other exceptions to these time frames must be approved by of the Vice President for Student Affairs for co-curricular travel or the Vice President for Academic Affairs for curricular travel.

- 7.4. For Categories B, C, and D, the requesting entity and/or department(s), shall provide travel information (described below) to Risk Management within one week of initial receipt of the request of the needed approval.
- 7.5. The travel information, required to be provided in Section 7.3, must be entered into the online student travel request form, which includes:
 - 7.5.1. Departure times and locations for each leg of the travel from the time of departure until returning to Campus,



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- 7.5.2. Transportation mode(s), travel itineraries, and lodging information including the address, phone number and duration of stay, and
- 7.5.3. A list of all participants, including phone numbers, OCCC ID numbers, and emergency contact information for each participant.
- 7.5.4. For Travel arranged by an outside agent, a written plan for liability, payment, and logistics for each segment of the trip, e.g. deposits, payments, transportation, tips, lodging, meals, etc.
- 7.6. Students participating in International Travel must comply with additional registration procedures as set forth by the OCCC Office of Risk Management, including, without limitation, Terra Dotta registration, proof of health and travel insurance, a copy of a valid passport, additional signed waivers as may be required for a particular Event, and registration with the U.S. Department of State Smart Traveler Enrollment Program at <https://step.state.gov/STEP/Index.aspx>.
- 7.7. The requesting entity and/or departments shall coordinate with the OCCC Office of Risk Management to manage requirements of co-curricular or curricular travel, as applicable using the Terra Dotta system for any out of state travel.

8.0 Incident Reporting

- 8.1. In an emergency, travel participants must always seek emergency assistance first, e.g. by calling 911, if applicable. If an incident occurs during travel, it must be immediately reported (less than 6 hours after the incident) by the Event Sponsor or Organizer to their immediate supervisor. Event Sponsors and Organizers must report all Clery Crimes to the OCCC Campus Police Department at (405) 682-7872 at any time, around the clock. Examples of incidents that must be reported include, but are not limited to, accidents, illnesses, injuries, missing participants, sexual harassment, stalking, violence, and participant misconduct, including all Clery crimes as required by the United States Department of Education. Clery crimes include the following offenses: murder and non-negligent manslaughter, negligent manslaughter, aggravated assault, arson, burglary, robbery, motor vehicle theft, rape, fondling, incest, statutory rape, any liquor law violation, weapons possession, any drug abuse violations, domestic violence, dating violence, and stalking. Additionally, any larceny, simple assault, intimidation, or destruction, damage, or vandalism of property that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim (Hate Crime). It may be necessary for the OCCC Event organizer or sponsor to remain with the individual experiencing the incident, if the environment is safe, until appropriate medical or other assistance is secured.

9.0 Compliance

Failure to adhere to this policy may result in disciplinary action under OCCC policies and procedures, as may be applicable, including, but not limited to, denial of participation in future student travel opportunities.

Students, student organizations, faculty, or staff may be removed from a student travel event based upon disruptive, illegal, and/or non-compliance (to syllabus, protocols, or policy) and required to return to campus or their respective home



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based upon safe and available transportation. In these cases, the student will be responsible for these unplanned and extraordinary travel costs. In cases whereby safe and available transportation is delayed or unavailable, reasonable temporary restrictions may be imposed, such as denial of participation in certain or the remaining planned activities, removal from a class, no contact orders with applicable persons, restriction of OCCC equipment or information technology services, and any other temporary restrictions identified within policies 5076 (Student Conduct Code), 1012 (Equal Opportunity, Harassment, and Nondiscrimination), 1014 (Drug-and Alcohol-Free Educational and Working Environment), 1016 (Weapon-Free Environment), Student Club and Organization Manual, and the OCCC Employee Manual.

Adopted: February 25, 2022

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