



## Ohio Administrative Code Rule 3357:15-19-07 Student travel.

Effective: June 6, 2022

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(A) Student travel for college organized or sponsored events

(1) All student travelers are bound by the Stark state college policies and procedures manual, including, but not limited to, the following policies of the Administrative Code:

(a) Code of conduct (3357:15-09-06)

(b) Anti-harassment (3357:15-14-13)

(c) Sexual assault (3357:15-14-15)

(d) Student code of conduct (3357:15-19-10)

(e) Travel and business entertainment expense (3357:15-14-10)

(2) Stark state college promotes safe travel by enrolled students to and from events and activities.

(3) The types of activities and events covered by this policy include course-related trips, the activities of sponsored student organizations, and meetings of organizations where a student is officially representing the college.

(4) An organized event is one that is initiated, planned, and arranged by a member of the college's faculty, staff, or by the members of a registered student organization, and is approved by the appropriate department administrator - department chair, dean, director of an administrative unit, or their delegate. (Appeals will be reviewed on a case by case basis by the director of student life, equity and leadership programs and/or the student affairs committee.)

(5) An enrolled student is one who has been admitted to and is attending classes at the college. (If the



activity/event occurs during winter break or during the summer semesters and the student is not taking classes, the student must be registered for classes for the upcoming semester in order to travel.)

(B) Student travel for registered student organizations

(1) This portion of the policy applies to the travel of student members of a registered student organization when the organization requires its student members to attend an activity or event and the activity or event occurs more than fifty miles from the college campus.

(2) Registered student organizations that require student members to travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the appropriate department administrator and the office of student life, equity and leadership programs.

(3) If it is necessary for a non-student (alumnae, guest, parent of college credit plus student, etc.) to travel using college funds/transportation, the individual(s) must have approval prior to travel. All appropriate travel paperwork and information/ documentation required must be submitted fourteen days prior to travel to the director of student life, equity and leadership programs.