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Chapter: Educational Program

Modification No. 003

Subject: **College Out-of-County, Non-instructionally Related Activities**

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- I. Some non-instructionally related student activities of the College may involve out-of-county travel. This section applies to out-of-county travel by student groups not provided for in Board policy pertaining to College out-of-county Instruction. Also excepted are Workforce Development/Continuing Education activities and students or student groups officially representing the College (i.e., student government officers attending authorized conventions or workshops, or athletic teams).
- II. The following limitations apply:
  - A. Activities may not be scheduled when or where there are abnormal hazards to health or safety;
  - B. Activities may not be scheduled when or where needed insurance protection is not available;
  - C. Activities may not be scheduled when or where applicable agencies in the local jurisdictions object;
  - D. Activities outside the territorial United States of America may be conducted only with the approval of the President of the College.
- III. Participation in out-of-county, non-instructionally related College activities under this section is restricted to students officially enrolled in credit courses conducted by Montgomery College at the time the activity is scheduled and their bona fide guests. If the activity is scheduled between the fall and spring semesters (during the winter break), participants must have been enrolled in credit courses during the fall semester.
- IV. Approval authority for College out-of-county, non-instructionally related activities is delegated to the College President and his/her designee.
- V. The College President is authorized to establish procedures to implement this policy.

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Board Approval: March 17, 1981; April 21, 1986; January 8, 2003.

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Chapter: Educational Program

Modification No. 002

Subject: **College Out-of-County, Non-instructionally Related Activities**

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These procedures apply to all College out-of-county, non-instructionally related activities that involve the presence of students outside of Montgomery County not elsewhere provided for in the policies and procedures of the College or specifically excepted.

- I. All requests for the conduct of an out-of-county activity shall be made in writing to the campus vice president/provost who is delegated the approval authority for such activities except as specified by Board policy. Approvals are to be in writing.
- II. Prior to granting approval to conduct an out-of-county activity, the campus vice president/provost shall determine that there is appropriate insurance coverage; that adequate supervision is provided; that transportation and living arrangements are as clean and safe as possible; that emergency procedures (including health, safety and communications) are or will be established and coordinated as necessary with knowledgeable persons or agencies in the area where the activity is to be conducted; that all other provisions of Board of Trustees policy and approved procedures are met; that all financial arrangements are adequately and properly made; and that any other appropriate provisions are made that may be necessary or desirable in the judgment of the vice president/provost.
- III. In developing requests for the conduct of out-of-county activities that are subject to this section, the sponsor of the activity should use as a partial checklist an appropriate adaptation of those items shown in the policies and procedures regarding "Out-of-County Instruction."
- IV. All costs for these activities shall be the responsibility of the participants, whether group or personal costs. Under no circumstances shall there be any borrowing of funds from the College or by an employee, student, club, or agent of the College to finance the activity.
- V. Activities which involve an absence from the County in excess of five (5) days shall be jointly approved by the campus vice president/provost and the Executive Vice President for Academic and Student Services.

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Administrative Approval: March 16, 1981; January 8, 2003.