

80-15 Student Field Trips, Travel and Special Activities

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1. **Purpose.** The purpose of this policy and procedures is to increase awareness of and provide for the safety and security of students participating in field trips and off-campus activities and for on-campus activities which involve non-curricular activities or persons not normally associated with the Eastern New Mexico University System (the System).
2. **Policy.** The policies established in furtherance of the above purposes are:
 - A. The System must be able to assign and coordinate responsibility for the safety and security of persons involved in campus activities which are not part of the regular and ordinary routine of the curriculum and/or campus life.
 - B. These policies and procedures recognize the following:
 - (1) Although the System is not the custodian of its students, employees or others who participate in campus activities, when either an academic activity or an extracurricular activity is conducted under circumstances which objectively call for supervision, it is the responsibility of the System to provide such supervision.
 - (2) To assure safety and security of participants, student activities which are not a part of the regular and ordinary routine of the curriculum and/or campus life must secure prior approval of the System administration.
 - (3) To assure safety and security of participants, activities involving persons who are not regularly enrolled students of the System should not be conducted without prior approval of the System administration.
 - C. The System shall have a system of coordination and approval of activities described in sections B. (2) and (3) above.
 - D. The System shall have a system of coordinating student travel to and from the approved events, so that the campus administration knows who is traveling and can assure that students are informed of the risks and responsibilities of travel.
 - E. These policies and procedures shall be used as a means of encouraging campus-sponsored activities by making them safe and secure for the participants. They shall not be used to discourage any activity for the ideas and intellectual activity involved.

The foregoing purposes and policies are implemented by the following.

Procedures

3. **Applicability.**
 - A. These procedures apply to all System activities (hereinafter called “events”) and any travel related to them except the following:

- (1) Activities which are a regular and ordinary part of the academic curriculum or student campus life;
 - (2) Activities directed by the director of Physical Plant or equivalent position at the branch community colleges;
 - (3) Intercollegiate, intramural and club athletic contests scheduled or supervised by the Department of Athletics or other campus office;
 - (4) Student organization-sponsored activities and concerts;
 - (5) Student art exhibits and student theatrical productions (unless those events include non-student participants) and
 - (6) Meetings that are a usual and necessary part of the administration and governance of the System, including student government.
- B. These procedures do apply to, but are not limited to, the following events and any travel related to them:
- (1) Non-student entertainment on campus,
 - (2) Non-student athletic events on campus,
 - (3) Curricular field trips,
 - (4) Extra-curricular field trips,
 - (5) Athletic camps,
 - (6) Non-academic classes sponsored by campuses of the ENMU System,
 - (7) Non-academic summer activities conducted by the campuses of the ENMU System either on or off campus and
 - (8) Any event occurring on an ENMU campus and involving active participation by any person not a regularly enrolled student under the age of eighteen (18) years.
4. **Administration.** The policies and procedures shall be administered by the vice president of Planning, Analysis and Governmental Relations (VPPA). Approvals for field trips, special events or related travel shall be approved by the appropriate executive administrator. The documents and other records relating to these approvals shall be retained by the administrator approving them.
- A. The vice president for Academic Affairs (Portales), vice president for Academic and Student Affairs (Roswell) or vice president for Student Learning and Success (Ruidoso) shall have responsibility for approval of curricular activities,
 - B. The vice president for Student Affairs or equivalent position at the branch community colleges shall have responsibility for approval of non-curricular student activities.

5. **Prohibited Activities.** No event or activity shall be conducted without prior written approval as set forth in these procedures.
6. **Approval Requirements.** No event shall be approved if it appears that the safety and security of the participants is at an unreasonable degree of risk. The following factors shall be among those considered for approval:
 - A. Types of activities planned;
 - B. Time period during which activities occur;
 - C. Place(s) at which the activities occur;
 - D. Supervision available for the activities;
 - E. Appropriateness of supervisors with regard to age, gender and other variables;
 - F. The public image with regard to safety and security (i.e., the activities must not only be safe and secure, but be ostensibly safe and secure) and
 - G. The risks of liability of the University for personal injury to participants or others.
7. **Authorization.** The authorizing form for field trips, activities and travel is available on the campus Portal. The form shall require approvals of the sponsoring faculty or staff and the appropriate executive administrator. All approval forms must be submitted to the administrator who approves it at least one (1) week prior to the activity or event.
 - A. The “Student Travel/Absence Form” secures permission to schedule a trip or travel to a special event.
 - B. The “Student Travel/Absence Form” must include the information whether a student will be using his or her vehicle to travel to an event or providing transportation to other students. If the student will be using his/her personal vehicle, he/she must have medical and liability insurance.
 - C. The Student Travel/Absence Form will record the name and contact information of all students traveling to an approved event or activity.
8. **Cancellation and Appeal.** If any event is not approved, upon the request of the sponsoring faculty or staff member, the approval form may be forwarded to the president for review.
9. **Notice of Authorized Student Travel.** On the Portales campus, students approved for university-related travel can be verified on the travel site on Self Service Banner or from the office approving the travel (at the branch community colleges).

Approved by Board of Regents on May 15, 2009.

Amendments approved by the Board of Regents on May 8, 2020.