

TYPE: LEARNING

**POLICY TITLE: Student-Faculty-Staff Co-curricular
Travel Conduct Code**

Co-curricular events offer opportunities for learning outside of the classroom. To insure the smooth operation of these events and the rights of individuals who are participating, this co-curricular travel conduct code has been adopted by the Learning Division.

The following rules and regulations apply to all Northeast Wisconsin Technical College students, faculty, and staff participating in co-curricular travel.

1. Participants' behavior traveling to or from, or during the event, will be such that it reflects favorably on the group, organization, Northeast Wisconsin Technical College, and other participants at all times.
2. The participants are expected to act in the best interests of the group/organization they represent, as well as the Northeast Wisconsin Technical College District.
3. Participants are expected to refrain from taking positions that are:
 - a. Contrary to or in conflict with the interests and/or positions of Northeast Wisconsin Technical College or the represented group
 - b. detrimental to the group's mission or purpose
4. Participants will dress appropriately for every conference/event sponsored session (e.g., no casual attire at formal events).
5. Participants are expected to attend all business meetings, workshops, presentations, sessions and other scheduled program events. Participants must be prompt and prepared for each session.
6. Participants are to immediately report any accidents, injuries or illness and/or violation of rules to the sponsoring advisor / pre-determined designee.
7. Alcoholic beverage consumption will not be tolerated at any official event unless specifically designated (e.g., banquets where the facility assumes liability). Any student under the age of 21 must abide by the State of Wisconsin laws for drinking (1985 Wisconsin Act 337). The definition of official event begins with departure from designated exit point, throughout the entire event, and upon return to designated exit point. Student/Faculty/Staff participants must at all times conduct themselves in accordance with the official NWTC Student Code of Conduct as printed in

the Student Handbook.

8. The use and/or possession of illegal drugs is prohibited.
9. Tobacco use is allowed only in designated areas.
10. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and are subject to the NWTC Student/Faculty/Staff Code of Conduct as adopted by the Northeast Wisconsin Technical College District.
11. Any long distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant. Each participant expecting reimbursement by the college, or group/organization must provide original receipts for every reimbursement expense and must be submitted with the appropriate student expense voucher (if applicable) for the purpose of verification and reimbursement. No expense incurred will be reimbursed without appropriate documentation and approval.
12. The advisor(s) / pre-determined designee of the student organization or group, who accompanies the students in the co-curricular travel, shall have the responsibility and authority over the supervision of the event and its participants. This requires that all student/faculty/staff participants must adhere to and abide by the advisor(s)/pre-determined designee decisions, directions and judgments. All student/faculty/staff participants must extend proper courtesy and respect due any college official.
13. Participants who disregard/violate any of these rules/regulations will be subject to the same disciplinary action as may result from misconduct on any NWTC campus or center. This may result in repayment of any or all fees paid by the College and/or the sponsoring student organization to attend the conference/event, loss of future student travel privileges and, up to and including, college dismissal.

Approved 12/22/08