




## 512.0 - Off-Campus Travel of Student Groups

### Purpose:

The purpose of this procedure is to operationalize Bismarck State Policy 512.0.

### Procedure:

1. BSC employees authorizing and/or sponsoring off-campus student travel are responsible for having the  [Bismarck State College Student Travel Contract-Waiver.pdf](#) completed prior to travel.
2. The Waiver of Liability, Indemnification, and Medical Release form must also be completed and available during the travel of the student group.
3. Registration, financial arrangements, and transportation arrangements for activities shall follow standards established by BSC policy and other offices as appropriate.
4. Prior to departure, copies of travel paperwork for the students traveling should be provided to the following areas and the travel sponsor should retain or have access to copies in case needed while traveling:
  - Student organizations should send to Student and Residence Life to the CSO Advisor
  - Academic department should send to the Assistant Dean of their academic section.

Upon completion of travel with students, the Student Travel Contract and the Waiver of Liability, Indemnification and Medical Release form should be accessible via a shared space (Teams or other agreed space) and retained for any potential follow-up needs.

**Students participating in domestic or international field trips or academic programs are subject to the laws of the host state, country, or institution. Violations—including those related to alcohol or drug use—may result in legal consequences such as arrest. These legal penalties are separate from and in addition to any disciplinary actions outlined in the BSC Student Code of Conduct.**References:

[North Dakota State Board of Higher Education Policy 512 Student Drivers and Use of State Vehicles by Student Groups](#)

### History of This Policy:

First policy: September 21, 1981.

Revisions - January 3, 1986; July 1, 1987; June 1, 1990; June 6, 1998; May 1, 2007; reviewed by the Operations Council (OC) on July 14, 2010 and approved by the Executive Council (EC) on August 12,



2010; November 22, 2010; reviewed by the Operations Council on January 22, 2014 and approved by the Executive Council on March 6, 2014; reviewed by the Operations Council on August 12, 2015 and approved by the Executive Council on August 26, 2015; March 8, 2016; March 3, 2017; September 24, 2019; January 31, 2020; reviewed by Campus Council on August 31<sup>st</sup>, 2022 and reviewed by the Executive Council on September 23<sup>rd</sup>, 2022 and approved by the President on January 4<sup>th</sup>, 2023, ND SBHE Policy link updated April 29<sup>th</sup>, 2024. Reviewed by Campus Council on January 15, 2025, and reviewed by the Executive Council on August 25, 2025, and approved by the President on February 6, 2025.



BISMARCK  
STATE COLLEGE

North Dakota's  
Polytechnic Institution

// **POLICY PROCEDURE** //

me: \_\_\_\_\_