



STUDENT TRAVEL POLICY

STUDENT SUPPORT | 600.610

Last Evaluation

06/22/2026

Executive Staff Approval

08/03/2026

Board Approval

08/19/2026

1. Policy Purpose

The purpose of this policy is to establish standards governing student travel sponsored, organized, funded, or approved by Mountainland Technical College (MTECH) in support of educational, workforce training, leadership, competition, clinical, externship, and other college-related activities.

2. Definitions

College-Sponsored Travel - Travel that is organized, approved, supervised, funded, or otherwise supported by MTECH for an educational or college-related purpose.

Minor Student - A student who is under eighteen (18) years of age and who has not otherwise attained legal adult status under applicable law.

Responsible Administrator - The employee designated to approve and oversee student travel activities, including Program Directors, Associate Vice Presidents, Vice Presidents, or other authorized administrators.

Student Travel Activity - Any conference, competition, field trip, work-based learning activity, externship, educational event, leadership activity, or other approved off-campus experience involving student travel.

3. References

Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.

Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.

Utah Code Title 63G, Chapter 7, Governmental Immunity Act of Utah.

Utah Code Title 63A, Chapter 4, Risk Management.

MTECH Student Code of Conduct.

4. Policy

- 4.1 MTECH recognizes that participation in educational travel opportunities can enhance student learning, leadership development, workforce readiness, and engagement.
- 4.2 Student travel may be approved by an Associate Vice President or Vice President when it directly supports the educational mission of the College and is conducted in a manner that promotes student safety, responsible stewardship of institutional resources, and compliance with applicable laws and regulations.
- 4.3 Participation in approved travel activities shall be administered in a manner that:
 - 4.3.1 Provides equitable access to eligible students;
 - 4.3.2 Complies with applicable federal and state laws, including nondiscrimination and accessibility requirements;
 - 4.3.3 Supports reasonable health and safety practices;
 - 4.3.4 Protects institutional resources and interests; and
 - 4.3.5 Establishes appropriate administrative oversight.

5. Student Responsibilities

- 5.1 Students participating in college-sponsored travel are expected to:
 - 5.1.1 Comply with all applicable MTECH policies, procedures, and the Student Code of Conduct;
 - 5.1.2 Follow directions provided by authorized College personnel;
 - 5.1.3 Maintain behavior consistent with the educational purpose of the travel activity;
 - 5.1.4 Provide required emergency contact information and documentation prior to travel; and
 - 5.1.5 Assume responsibility for personal expenses not authorized or approved by the College.

6. Minor Students

- 6.1 Students who are under eighteen (18) years of age must obtain written consent from a parent or legal guardian before participating in College-sponsored travel. Failure to provide required consent documentation by established deadlines may result in the student's inability to participate in the travel activity.

7. Risk Management and Insurance

- 7.1 MTECH participates in risk management programs as authorized by Utah law and maintains applicable institutional insurance coverage.
- 7.2 Students are responsible for understanding their personal health insurance coverage and any limitations that may apply during travel. Nothing in this policy shall be interpreted as requiring MTECH to provide individual medical insurance coverage for students.
- 7.3 Participation in travel activities may require acknowledgement of risks and execution of approved travel, emergency, or consent forms consistent with applicable law.

8. Accommodations and Nondiscrimination

- 8.1 7.1 MTECH will administer student travel activities in accordance with:
- 8.1.1 Title VI of the Civil Rights Act of 1964;
 - 8.1.2 Title IX of the Education Amendments of 1972;
 - 8.1.3 Section 504 of the Rehabilitation Act of 1973;
 - 8.1.4 The Americans with Disabilities Act (ADA); and
 - 8.1.5 Other applicable federal and state nondiscrimination laws.
- 8.2 Students requesting accommodations related to travel activities should contact the ADA office in advance of travel.

9. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval	Employee Evaluation
11/30/2015	11/30/2015	12/16/2015	
12/8/2016			
7/13/2017 no changes		8/16/2017	
7/6/2018 no change			
4/21/2022	4/25/2022	5/18/2022	5/5/2022
6/22/2026	08/03/2026	08/19/2026	