

Muskegon Community College

Center for Experiential Learning Trip Participation Guidelines

These guidelines apply to all Center for Experiential Learning (CEL) day trips and other MCC-sponsored educational travel (museums, concerts, performances, and similar events).

1. Eligibility

Participation is open to enrolled MCC students, faculty, staff, and invited community members. MCC reserves the right to cancel, modify, or alter any trip itinerary, or to deny or revoke any individual's participation, in its sole discretion and without liability, including for reasons of safety, weather, insufficient enrollment, or misconduct. Participants under age 18 must have written parent/guardian permission on file prior to departure, as set out in Section 4 below.

2. General Conduct

1. Participants agree to follow the direction of the trip leader(s) and any transportation provider staff at all times, including instructions related to boarding/exiting the vehicle, seating, and timing.
2. Participants agree to abide by MCC's Student Code of Conduct (catalog.muskegoncc.edu/policies-and-procedures/student-code-of-conduct), which applies to college-sanctioned activities regardless of location.
3. Possession or use of alcohol or controlled substances during the trip is prohibited, except as lawfully prescribed.
4. Participants agree to remain with the group at designated times and check in with the trip leader as instructed; participants who wish to separate from the group at a venue (where permitted) must inform the trip leader in advance.
5. Participants are expected to respect other participants, venue staff, and property. Damage to transportation or venue property may result in personal financial responsibility.
6. A participant whose conduct is unsafe, disruptive, or violates this policy may be removed from the remainder of the trip at the discretion of the trip leader. For a minor participant, MCC will maintain reasonable supervision until a parent/guardian, another authorized adult, or local authorities take custody of the minor. If a parent/guardian cannot be reached or does not arrange for pickup within a reasonable time, MCC may contact local law enforcement or other appropriate authorities to assume custody. **MCC is not responsible for arranging or funding alternate transportation for a removed participant**, and no refund of trip costs is guaranteed in that circumstance.
7. Violations may also be referred for handling under the Student Code of Conduct where applicable.

3. Personal Property

Participants are responsible for their own personal belongings during the trip. MCC is not responsible for lost, stolen, or damaged personal property.

4. Special Considerations for Minors

Because CEL trips involve travel, unfamiliar venues, and time away from direct parental supervision, additional requirements apply to participants under age 18:

1. Participants under age 16 must be accompanied by a parent, guardian, or approved chaperone for the duration of the trip. An **"approved chaperone"** is an adult, other than the participant's parent/guardian, designated by CEL to supervise the minor for the duration of the trip.
2. Participants age 16 and older (through 17) may attend without a parent/guardian present, provided written parental permission is on file (see the Trip Registration, Agreement & Waiver document), and remain subject to a minimum adult-to-minor supervision ratio of 1:8. Any deviation from this ratio for a specific trip requires advance approval from the Provost and Chief Student Services Officer, and may not be authorized solely by the trip leader or pre-trip coordinator.
3. For overnight or multi-day trips, CEL may apply a higher minimum age and/or a lower (more conservative) supervision ratio without additional approval, since either change is more protective than the standard requirement; any less conservative deviation still requires approval as described in item 2 above.
4. A parent/guardian who wishes to accompany a minor participant on a trip that would not otherwise require accompaniment may do so by registering as a participant themselves, subject to available space.

5. General Risk Disclosure & Assumption of Risk

Participation in this trip involves inherent risks beyond those of ordinary campus activities. These risks include, but are not limited to: travel to and time spent in unfamiliar locations; exposure to weather and outdoor conditions; physical activity such as walking, standing, or navigating uneven or unfamiliar terrain; crowded venues and public spaces; interaction with venue staff, performers, other patrons, and members of the public not affiliated with MCC; exposure to communicable illness; and the general unpredictability of group travel and off-campus events. The specific risks of a given trip will vary by destination and activity and cannot all be listed in advance.

Transportation to, from, and during this trip may be provided by MCC, a commercial or common carrier, another third-party provider, or, where permitted for a given trip, the participant's own vehicle, a carpool arrangement with other participants, or a rideshare service (e.g., Uber or Lyft). Transportation involves additional risks, including but not limited to highway and roadway travel, boarding and exiting vehicles, and delays or disruptions due to traffic, weather, or mechanical issues.

Where a participant drives themselves, arranges their own carpool, or arranges their own rideshare, MCC does not supervise or control that transportation, and participant assumes all risks associated with it, including the driving of any other participant or rideshare driver.

Participant voluntarily assumes all risks described in this section, whether arising from the acts or omissions of MCC, a transportation provider, a venue, a fellow participant, or other third parties, as a condition of participation.

6. Photographs & Recordings

By participating in a CEL trip, participant (or parent/guardian, if participant is under 18) grants MCC permission to photograph, video, or otherwise record the participant during trip activities, and to use such images/recordings for MCC's educational, promotional, or archival purposes in print, digital, or social media, without compensation. Participants or parents/guardians who do not want the participant individually featured or identified in promotional materials may indicate so on the Trip Registration, Agreement & Waiver document; MCC will make reasonable efforts to honor this preference in materials that identify or feature the individual, but cannot guarantee exclusion from incidental group or crowd images.