(f) **Necessary Student Travel Paperwork** includes all required forms specified in the Chancellor’s Procedures for Academic Student Travel.

V.H.1.3. Academic Student Travel

Students complete and submit Necessary Student Travel Paperwork at least five working days before the Academic Student Domestic Travel is scheduled to begin. Students complete and submit Necessary Student Travel Paperwork at least 20 working days before the Academic Student Foreign Travel is scheduled to begin. Commercial airlines, College-owned, -rented, or -leased vehicles, and commercial vehicles are approved transportation modes for Academic Student Domestic and Foreign Travel under this policy.

(a) **College-Provided Transportation.** A driver transporting students in College-owned, -leased, or -rented vehicles must meet the following qualifications: (1) be a College employee approved by the Chief Student Services Officer, (2) have a valid driver’s license appropriate for the vehicle being driven, and (3) have a satisfactory driving record.

The driver must also ensure that passenger numbers do not exceed the vehicle’s designated passenger capacity—each passenger must be secured by a seat belt. A driver must not drive for more than three consecutive hours without taking a 15-minute break from driving. A driver may not read emails or text messages while driving students. A driver must obey all safety procedures and traffic laws.

(b) **Student-Provided Transportation.** The following applies when student-owned vehicles are used for Academic Student Travel: (1) College students are not covered by the College’s vehicle insurance policies and cannot be College-approved drivers; (2) adult students drive their own private vehicles at their discretion and peril; (3) adult students riding with another adult student do so at their discretion and peril; (4) College employees cannot arrange for students to drive other students; (5) all student drivers must sign a liability waiver for driving their own vehicle and submit this in accordance with the Necessary Student Travel Paperwork; (6) all student-owned vehicle accidents or collisions must be covered by the student’s vehicle insurance policy; (7) the Academic Student Travel conditions must be detailed in the appropriate form submitted with the Necessary Student Travel Paperwork; and (8) the College must provide student drivers with directions to the intended destination.

V.I. ACADEMIC FREEDOM AND RESPONSIBILITIES

V.I.1.1. Academic Freedom and Responsibilities

Institutions of higher education are conducted for the common good, which depends upon a commitment to the values of free inquiry and the free expression of ideas. The College embraces these values. Academic freedom is not only a policy giving faculty latitude in addressing their academic subjects, but remains a crucial component of a larger commitment to the free search for truth. Academic freedom is accompanied by equally demanding
responsibilities. Instructors, therefore, have both rights and responsibilities.

(a) Rights of Instructional Employees
Every instructional employee and employee’s family member has the right to speak or write as a citizen of the nation, state, and community without fear of institutional censorship or discipline so long as the employee is clear that they do not speak on behalf of the College.

Instructional employees have the right to teach class content, including arguably offensive or controversial class content, according to their professional judgment within the guidelines established by the curriculum team, state governing bodies, accrediting agencies, this manual, and as required by federal, state, or local laws. Absent the limitations in this section, instructional employees have the right to remain true to their pedagogical philosophies and intellectual commitments when teaching.

(b) Responsibilities of Instructional Employees
Faculty members will strive to be accurate, to exercise appropriate restraint when necessary, and to avoid creating the impression that they speak or act for the College when speaking or acting as private citizens. Every instructional employee maintains competency in their field through continued professional development and demonstration of such competence in the teaching environment. As such, they have the right to be supported by the College in professional-development efforts to help maintain competency in their disciplinary fields and instructional skills.

Faculty members will respect the rights of others to hold and articulate opinions, whether or not the faculty member shares the opinion—especially the instructor’s students that disagree with the instructional employee’s opinions. Instructional employees will maintain academic standards with respect to learning outcomes and the accrediting body’s requirements.

(c) Challenges to Academic Freedom
For bachelor programs, challenges to the content of a course may be brought to the Executive Dean for Bachelor Programs and University Partnerships or other designee. For all other programs, challenges to the content of a course may be brought to an instructional employee’s dean or vice president. The appropriateness of the content will be determined for bachelor programs by the Associate Vice Chancellor for Academic Affairs and for all other programs by the Vice President of Instruction.

Should a faculty member feel his or her academic freedom has been infringed upon by a student, colleague, or supervisor, the faculty member should express concerns to the appropriate Chief Academic Officer.