

SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 3120 - OFF-CAMPUS STUDENT ACTIVITIES

Off-campus student activities involve the District when they are an integral part of programs offered by the District. These learning situations include, but are not limited to: field trips, excursions, classes convened off campus, co-curricular activities, student body activities, and the use of community resources individually by students. This policy is intended to ensure that all student travel adheres to all state, local and federal regulations, as well as all District policies and procedures, including the Student Code of Conduct.

1. DEFINITION OF OFF-CAMPUS ACTIVITIES

- a. Required off-campus activities: Activities which replace regularly scheduled on-campus sessions and are an integral part of the instructional program. All students are expected to attend since it is part of the regularly scheduled class time.
- b. Optional off-campus activities: Activities that are convened off-campus but are not required as part of an educational program.
- c. Co-curricular activities: Travel related to the instructional program, which includes, but is not limited to student leadership, athletics, speech and debate, journalism and dramatic/performing arts.
- d. Voluntary activities: Activities or events off premises of the District which are not an integral part of District programs. Voluntary events are neither approved nor sponsored by the District.
- e. International travel: Travel outside the United States.

2. REQUIREMENTS

- a. Required off-campus activities must meet all of the following conditions:
 - 1) The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in a classroom activity.
 - 2) The learning experience is not conveniently available to students outside class time.
 - 3) Adequate preparation or orientation shall be provided in advance of travel.
 - 4) The activity shall be scheduled, insofar as possible, to avoid requiring that students be absent from other classes.

- 5) The requirement for the activity shall be specified in the catalog course description and course syllabi.
- 6) Overnight trips or trips outside California shall be individually approved in advance by the Board of Trustees. The Chancellor, or designee, may approve travel within California that does not include an overnight stay.
- 7) District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of District vehicles and may be paid from District funds which have been budgeted for this purpose.
- 8) No expenses for students, other than transportation, may be paid from District funds; e.g., entry fees, food, lodging, etc., unless approved by the Board.
- 9) These activities shall not be authorized if any student cannot participate because of lack of funds or if the activity is not accessible to persons with disabilities.
- 10) The necessary expenses of District employees may be paid from District budgeted funds (see Board of Trustees Policy, BP 6310).

b. Optional off-campus activities:

- 1) The visit shall not be during, nor may it replace, a regularly scheduled class session.
- 2) The activity shall be scheduled, insofar as possible, to avoid requiring that students be absent from other classes.
- 3) Students are encouraged but shall not be required to attend. Students unable to attend due to finances or access shall be provided an alternate enrichment option to the extent feasible.
- 4) No penalty for nonattendance may be reflected in the course grade, nor may any student be held accountable in any way for the learning experience which would have been gained through attendance.
- 5) The activity need not be specified in the catalog course description.
- 6) Overnight trips or trips outside California shall be individually approved in advance by the Board of Trustees. The Chancellor or designee may approve travel within California that does not include an overnight stay.
- 7) District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of District vehicles may be paid from District funds which have been budgeted for this purpose.
- 8) No expenses for students, other than transportation, may be paid from District funds; e.g., entry fees, food, lodging, etc., unless approved by the Board.
- 9) The necessary expenses of District employees may be paid from District budgeted funds (see Board of Trustees Policy, BP 6310).

3. CO-CURRICULAR ACTIVITIES

- a. Co-curricular activities both on and off campus, are authorized by the Board of Trustees in conjunction with educational programs, and meet all of the following criteria:
- 1) Participation shall be approved in advance by the Board of Trustees.
 - 2) Students of the District shall be active participants in the activity or event.
 - 3) The activity or event is an extension of classroom instruction or related community college programs.
 - 4) Travel need not be considered an integral part of the completion of a course.
 - 5) The payment of all necessary expenses of students and employees participating in co-curricular activities is a proper expenditure of District funds which are budgeted for that purpose.
 - 6) No penalty for nonattendance may be reflected in the course grade, nor may any student be held accountable in any way for the learning experience which would have been gained through attendance.

4. ASSOCIATED STUDENT BODY ACTIVITIES

Associated Students activities involving field trips or excursions are those activities which are approved by the local student organization. Costs, if any, are charged against Associated Students' funds. Such activities are authorized by the Board under the following conditions:

- a. Activities and travel inside the State of California that does not include an overnight stay, must be approved in advance by the administrator responsible for Student Affairs.
- b. Activities and travel outside the State of California, and travel within California that includes an overnight stay must be approved in advance by the Board.

5. STUDENT CODE OF CONDUCT

All students are expected to adhere to the Student Code of Conduct at all times while participating in off-campus student activities (*see BP 3100 Student Rights, Responsibilities and Administrative Due Process*).

Each campus/center college/campus may establish, as a part of its annual budget, funds to provide for costs related to off-campus student activities which are governed by this Policy.

6. VOLUNTARY ACTIVITY OR EVENT

Activities include visits to museums, art galleries, libraries and other public places and involvement in community service activities.

- a. Activities that are neither approved or sponsored by the District.
- b. The District/college name, logo or affiliation may not be used for purposes of promotion of the event.
- c. District general funds may not be used for participation in the activity or event.

7. INTERNATIONAL STUDENT TRAVEL

The District recognizes that international travel/study abroad and other opportunities are an integral part of the academic program.

- a. All students who travel internationally as part of a study abroad program or other international activity must adhere to the District Student Code of Conduct and all applicable state and federal laws at all times. Students are also expected to adhere to the laws, regulations and policies of the host country and educational institution.
- b. All student travel outside of the United States requires prior approval of the Board of Trustees.

Reference: Board of Trustees Policy *BP 3100 Student Rights, Responsibilities and Administrative Due Process*

Adopted: January 26, 2012

Supersedes: Policy C-5493, 9/1/72; Policy 3120, 10/14/98



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3120.2 AUTHORIZATION TO CONDUCT OFF-CAMPUS STUDENT ACTIVITIES

This procedure implements Board of Trustees Policy *BP 3120 Off-Campus Student Activities* and prescribes the authorization documents required when off-campus student activities are undertaken as part of any District program.

REQUEST FOR APPROVAL AND AUTHORITY FOR OFF-CAMPUS EVENTS IS PROCESSED AS FOLLOWS:

1. REQUIRED FIELD TRIPS, EXCURSIONS, AND CLASSES CONVENED OFF-CAMPUS

a. Faculty member conducting field trip or excursion:

- 1) Ensures requirement is specified in the course description and syllabus;
- 2) Complete *Request/Authorization to Conduct Off-Campus Student Activity Form 3120.2* (available in the Vice President, Instruction and Vice President of Student Services offices);
- 3) Submits the completed form to the school or program dean; and
- 4) Ensures the required field trip or excursion is structured in compliance with the provision of Board of Trustees Policy *BP 3120 Off-Campus Student Activities*.

b. Approval by school or program dean:

- 1) Review request to determine if it complies with all requirements for a required field trip or excursion as enumerated in Board of Trustees Policy *BP 3120 Off-Campus Student Activities*.
- 2) If Board approval is required, prepare a Board Agenda item for the President's signature, and subsequent Board consideration. All student travel must receive Board approval in advance of travel.
- 3) Notify faculty once approved.
- 4) Advise faculty of the requirements for transporting students (See Board of Trustees Policy *BP 3125 Transportation of Students, as well as Advisor Travel Guidelines* available in the Dean of Student Affairs office). Assure that minor release forms are completed and on file, as appropriate.
- 5) Coordinate required processing for necessary funds.

2. CO-CURRICULAR ACTIVITIES

- a. Activities that are scheduled by season, e.g. intercollegiate athletics, speech and debate, etc., are generally approved by the Board by blanket resolution authorizing the activity, advanced payment and travel. In this case, no further approval is required.
- b. Individual activities not approved (as part of 2.a above) must be approved individually, in advance, and processed as described in section 1 herein.

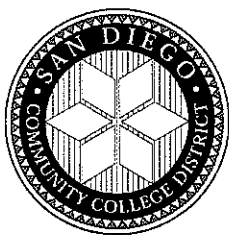
3. ASSOCIATED STUDENTS ACTIVITIES

- a. Are authorized in accordance with the local college/campus student governance process.
- b. The appropriate student body official prepares SDCCD Form 3120.2, *Request/Authorization to Conduct Off-Campus Student Activity*, referencing the date, time and authorizing body/officer.
- c. Approving authority - Dean responsible for Student Affairs.
 - 1) Reviews the request (SDCCD Form 3120.2).
 - 2) If the request is in compliance with Board policy, approves the request.
 - 3) If Board approval is required, prepare a Board Agenda item for the President's signature and subsequent Board consideration. Notify student organization of final Board action.

Reference: Attachment 1 to this procedure, SDCCD Form 3120.2, Request/Authorization to Conduct Off-Campus Student Activity.

Approved by
the Chancellor: February 2, 2012

Supersedes: Procedure 3120.2 – 10/14/98



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Advisor Travel Guidelines Faculty and Staff Chaperoning Student Travel

1. In the event of a possible emergency, call **9-1-1**. Do not make assumptions or take matters into your own hands.
2. Advisors must travel with students to and from activities (out of San Diego County).
3. Students are not to be transported in employees' personal cars.
4. Overnight stays for students and advisors are limited to the hotel and not personal residences.
5. Students are not permitted to stay in the same hotel room as advisors.
6. Hotel rooms must be limited to authorized students from the district. Individuals who are not district students are not permitted to stay overnight in the same hotel rooms as district students.
7. Consumption of alcohol or illegal drugs is not permitted.
8. Student Code of Conduct applies at all times (Reference: BP 3100, Student Rights, Responsibilities and Administrative Process).
 - In the event of a serious violation of the Student Code of Conduct, advisors should:
 - Document the incident
 - Send the student home
 - Report the matter to the dean responsible for the travel
9. Advisors should maintain emergency information for all students and relevant campus departments, at all times, including:
 - Medication (if any)
 - Phone Numbers
 - Medical Conditions
 - Medical Insurance (if any)
 - Emergency Contact Information
 - Dean's Emergency Contact Number (to be obtained by advisor before travel)
10. Minors who travel must have a FERPA release from a parent or guardian (Reference: Minor [Under 18] Student Travel Permission/Release/Waiver Form 3125.2).
11. All expenditures submitted for reimbursement must be applied for and approved in advance with the exception of unforeseen expenditures and emergencies.
12. Students are not permitted to participate in activities or sightseeing that are unauthorized.
13. Students must participate in all required events and activities.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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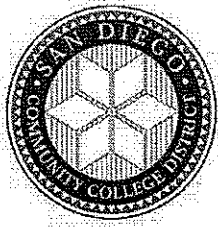
BP 3125 TRANSPORTATION OF STUDENTS

It is the intent of this policy to provide a clear statement of the District's regulation regarding the transportation of students to and from sponsored events and activities. The requirements contained herein are additional to and do not replace other requirements mandated by law or found in District Policy/Procedure.

1. When transportation of students is not provided by the District, the District possesses no authority to supervise its mode, manner, or arrangement and any "provider liability" accrues in accordance with law to the provider of said transportation.
2. Students who use private modes of transportation are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. They may be required to sign a statement affirming the condition of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation.
3. When transportation is undertaken by the District using District-owned vehicles or contracted carriers, the District shall assure reasonable supervision and adequate liability insurance protection for purposes of such transportation.
 - a. Students may elect not to use District-provided transportation except where the supervising District Official determines that transportation of the participating students, as a unit, is a requirement of the activity.
 - b. Students who elect to use private modes of transportation where transportation is provided by the District, are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. They shall be required to sign a statement affirming the conditions of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation.
4. District employees are not permitted to use their private vehicles to transport students, except in the event of an emergency where student safety would be in jeopardy. Employees who transport students in their private vehicles shall be deemed to be acting outside the scope of their employment, and in this regard, shall accrue any and all liability for damages or injury resulting from their providing the transportation.
5. Students are not authorized to secure a rental vehicle as part of their travel.

Adopted: January 26, 2012

Supersedes: Policy 3125 – 05/14/81



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3125.2 STUDENT TRAVEL – PERMISSION, RELEASE, AND WAIVER FORM

This procedure is applicable to all colleges/campuses. It pertains only to waivers, releases and permission documents which are required when transporting students or when supervising students off the premises of the District. Additional requirements concerning student travel are applicable as enumerated in District policies and procedures, as well as state and federal law.

1. IMPLEMENTATION

- a. All students who are authorized to travel in accordance with *Policy 3125, Transportation of Students*, must complete the *Student Travel, Permission/ Release/Waiver* form, in advance, to travel.
- b. The District supervising employee shall:
 1. Assure that the appropriate forms, as specified in 1.a are completed for each travel.
 2. Completed forms should be sent to the responsible dean.
- c. Minor students (under 18 years of age) must also complete a *Minor (Under 18) Student Travel Permission/Release/Waiver* form.
- d. Responsible dean shall establish and maintain a file of completed forms. Forms should be maintained for one year following the event.

Forms/References:

1. Attachments to this procedure, SDCCD Forms 3125.2, Student, Travel-Permission, Release and Waiver and Minor (Under 18) Student Travel Permission/Release Waiver.

Approved by
the Chancellor: February 2, 2012

Supersedes: Procedure 3125.2 – 10/14/98



San Diego Community College District

STUDENT TRAVEL PERMISSION/RELEASE/WAIVER

INSTRUCTOR/ADVISOR MUST:

- 1. Ensure that students read the paragraph below
2. Duplicate this form if additional lines are needed
3. Attach form to approved Authorization to Conduct Off-Campus Activity form and submit to dean responsible for this travel
4. Minor Students - must complete Minor Student (under 18) Travel Permission/Release/Waiver form

Campus: [] City [] Mesa [] Miramar [] Continuing Education (Specify Campus) _____

Course/Organization _____ Instructor/Advisor _____
Title and Number or Name

Travel to _____
Enter Destination or Attach Travel Schedule

Departing _____ on _____ via _____
Location Date District/Self

Returning _____ on _____ via _____
Location Date District/Self

I understand that all persons making field trips or excursions are deemed to have waived all claims whatsoever against the State of California, the San Diego Community College District and their agents, officers, and employees for any injury, accident, illness, or death occurring during or by reason of the field trip or excursion; except when the District fails to fulfill its legal obligation to exercise reasonable care in supervising students while they are engaged in District sponsored activities or using District provided transportation.

STUDENT ROSTER

Table with 4 columns: Student Name (PRINT), Signature, Under 18 Yes/No, Transportation Self/District. Multiple empty rows for student entries.

Signature of Dean _____ Date _____



San Diego Community College District

MINOR (UNDER 18) STUDENT TRAVEL PERMISSION/RELEASE/WAIVER

Student Name Last First M.I. CSID#

Campus: City Mesa Miramar Continuing Education (Specify Campus)

Course/Organization Instructor/Advisor Title and Number or Name

Travel to Enter Destination or Attach Travel Schedule

Departing Location on Date via District/Self

Returning: Location on Date via District/Self

I understand that all persons making field trips or excursions are deemed to have waived all claims whatsoever against the State of California, the San Diego Community College District and their agents, officers, and employees for any injury, accident, illness, or death occurring during or by reason of the field trip or excursion; except when the District fails to fulfill its legal obligation to exercise reasonable care in supervising students while they are engaged in District sponsored activities or using District provided transportation.

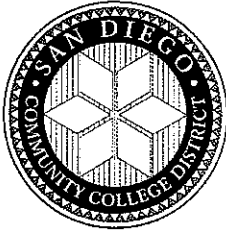
I, declare that I am the parent/guardian of the student identified in this form. I have read and understand the conditions of the scheduled trip. Further, I understand that if of my own volition and insistence, I give permission for my child/ward to depart from the scheduled activities or use transportation other than that provided by the District, I thereby release the District from any and all obligation to exercise reasonable care in supervision of my child/ward after he/she departs the scheduled trip. Further, I agree to hold harmless, defend and indemnify the San Diego Community College District, it's agents, officers and employees from any and all claims, demands, liabilities, losses or expenses which may arise from any injury to my child/ward after he/she has departed from the scheduled trip or at any time while using transportation provided by other than the District.

I hereby give permission for my child/ward to participate in the trip as scheduled

Parent/Guardian PRINT Name Signature Date

Emergency Contact Telephone Number

Instructor: Attach original to approved Request /Authorization to Conduct Off-Campus Student Activity form



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 3200 STUDENT GOVERNMENT AND ORGANIZATIONS

The Board recognizes that student organizations enhance personal development through educational, political, cultural, social and recreational experiences and contribute to the engagement of the student body. The students of the District are thus authorized to organize student body organizations and clubs. The Associated Students organizations and United Student Council are recognized as the official voice for the students at their respective colleges, Continuing Education and the District on all shared governance matters.

1. ASSOCIATED STUDENT GOVERNMENT

- a. The Associated Students shall conduct annual elections for officers.
- b. Students qualified to run for election in the credit program must:
 - 1) Be enrolled in at least 5 credit units each semester, including at the time of election, and
 - 2) Have a minimum cumulative grade point average of 2.0.
- c. Elections shall be in accordance with Administrative Procedure, *AP 3200.2, Student Election Code*.
- d. The Dean of Student Affairs at each college and Continuing Education will be responsible for advising the Associated Student Body, student clubs/organizations, and all elected student officials.

2. STUDENT CLUBS

- a. Students are free to organize and participate in voluntary clubs/organizations of their own choosing, subject to District policies, procedures, along with state and federal laws.
- b. Criteria for club formation, organization, and operation are delineated in Manual 3200, Procedures, and Operating Guidelines for Student Clubs/Organizations.

3. STUDENT TRUSTEE

- a. The Associated Student Body President, elected by the students at each college, will share the responsibility of serving as the Student Representative on the Board of Trustees on a rotating basis.

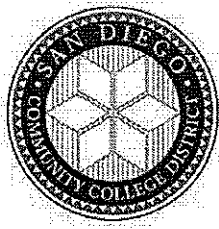
- b. Students qualified to serve for appointment as Student Trustee must:
 - 1) Meet all criteria required for election in accordance with 1.b of this policy; and
 - 2) Be a resident of California.

4. UNITED STUDENT COUNCIL

- a. The United Student Council (USC) is a districtwide, shared governance committee of student leaders which serves as the collective voice for students within the District on matters pertaining to students.
- b. The United Student Council shall meet monthly.
- c. Voting members of the United Student Council shall include:
 - 1) The sitting Student Trustee, and;
 - 2) The Associated Student Presidents from each college, and;
 - 3) Two representatives from Continuing Education, and;
 - 4) One other representative from each college.
- d. The Vice Chancellor or designee shall advise the Student Trustees on all districtwide protocols, procedures, operations and legislative matters.

Adopted: January 26, 2012

Supersedes: Policy C-2855, Sections A3b and A3c only, Policy 3200 - 04/27/78



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3200.1 STUDENT REPRESENTATION ON THE BOARD OF TRUSTEES

This procedure provides for the role of Student Trustee and establishes a United Student Council to represent the collected voice of the students and provide for Districtwide student communication with the Board.

1. STUDENT TRUSTEE BOARD MEMBER

- a. Any student who is: a) a resident of California; b) enrolled in a college of the District for at least five semester units; and, c) has an overall 2.0 grade point average.
- b. The Associated Student Presidents at each college will collectively serve as Student Trustee and sit at the Board meeting on a rotating basis.

2. RESPONSIBILITIES

- a. The Vice Chancellor of Student Services is assigned overall responsibility for advising the Student Trustees.
- b. College/Campus deans responsible for Student Affairs are assigned responsibility for election of the Associated Student President each year.
- c. All elections shall be conducted in accordance with Administrative Procedure, AP 3200.2 *Student Election Code*.

3. THE UNITED STUDENT COUNCIL

- a. The United Student Council shall be the shared governance vehicle for the collective voice of the students, districtwide. The Council shall function under its constitution and bylaws. Amendments to the constitution and bylaws shall be reviewed and approved by the Chancellor prior to taking effect.
- b. Voting membership of the United Student Council shall be:
 - City College - 2 representatives
 - Mesa College - 2 representatives
 - Miramar College - 2 representatives
 - Educational Cultural Complex - 2 representatives
 - Continuing Education - 2 representatives
- c. United Student Council representatives shall be appointed/elected by the Associated Student Body at each campus, and shall be certified in writing to the Council by the student organization advisor.

Approved by
the Chancellor: February 2, 2012

Supersedes: Procedure 3200.1 - 08/12/92, 03/25/94, 01/19/2000