



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 4300 – FIELD TRIPS AND EXCURSIONS

This procedure implements Board of Trustees Policy, BP 4300, *Field Trips and Excursions*, and prescribes the authorization documents required when off-campus student activities are undertaken as part of any District program. All travel in which transporting students is required, or when supervising students off the premises of the District, waivers, releases and permission documents must be finalized and approved prior to the activity. Additional requirements concerning student travel are applicable as enumerated in District policies and procedures, the *Student Travel Guidelines*, and state and federal law.

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

- a. Faculty member conducting field trip or excursion shall:
 - 1) Ensure requirements are specified in the course description and syllabus;
 - 2) Complete *Request/Authorization to Conduct Off-Campus Student Activity Form*, available online, and on campus in the Vice President of Instruction and Vice President of Student Services offices;
 - 3) Submit the completed form to the school or program dean; and
 - 4) Ensure the required field trip or excursion is structured in compliance with the provision of Board of Trustees Policy, BP 4300, *Field Trips and Excursions*.
- b. Approval Process – The school or program dean shall:
 - 1) Review the off-campus activity request to determine if it complies with all requirements for a required field trip or excursion as enumerated in Board of Trustees Policy, BP 4300, *Field Trips and Excursions*.
 - 2) If Board approval is required, prepare a Board agenda item for the President's signature, and subsequent Board of Trustees 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 as outlined in Board of Trustees Policy, *BP 4300, Field Trips and Excursions*, as well as the *Student Travel Guidelines*, which includes the *Advisor Travel Guidelines: Faculty and Staff Chaperoning Student Travel* available in the Dean of Student Affairs' office/online.
 - 5) Ensure that minor release forms are completed and on file, as appropriate.
 - 6) 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 of Trustees with the blanket resolution, reviewed annually, authorizing the activity, advanced payment, and travel. In this case, no further approval is required.
- b. Individual activities not preapproved (as part of 2.a above) must be approved individually, in advance, and processed as described herein.

3. ASSOCIATED STUDENTS ACTIVITIES

- a. Associated student activities are authorized in accordance with the local college/campus student government process.
- b. The appropriate student body official prepares the *Request/ Authorization to Conduct Off-Campus Student Activity*, referencing the date, time and authorizing body/officer.
- c. Approving Authority – Dean responsible for Student Affairs shall:
 - 1) Review the request to conduct an off-campus activity.
 - 2) If the request is in compliance with Board policy, approve 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.

4. COLLECTION AND RETENTION OF DOCUMENTATION

All travel in which transporting students is required, or when supervising students off the premises of the District, waivers, releases and permission documents must be finalized and approved prior to the activity.

- a. All student who are authorized to travel in accordance with Board of Trustees Policy, *BP 4300, Field Trips and Excursions*, must complete the Student Travel, Permission/Release/Waiver form, in advance, to travel.
- b. Minor students (under 18 years of age) must also complete a *Minor (Under 18) Student Travel Permission/Release/Waiver* form.
- c. The Dean/District supervising employee shall:
 - 1) Assure that the appropriate forms, as specified above, are completed for each travel; and
 - 2) Send completed forms to the responsible Dean/District supervising employee.
 - a) The Dean responsible for travel/District supervising employee shall establish and maintain a file of completed forms. Forms should be maintained for one year following the event.

5. TRAVEL RESTRICTIONS

The California Community Colleges Chancellor's Office (CCCCO) has indicated it will not approve requests from local community college districts to travel to a restricted state. In accordance with Government Code Section §11139.8, the San Diego Community College District (SDCCD) prohibits its employees, officers, members and/or students to travel to, or approve a request for state-funded or sponsored travel to, any state that after June 26, 2015, has:

- a. Eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression; and/or
- b. Enacted a law that authorized or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions.

Detailed information regarding SDCCD travel can be found in the Student Travel Guidelines.

Attachments: [Request/Authorization to Conduct Off-Campus Student Activity](#);
[Minor \(Under 18\) Student Travel Permission/Release/Waiver](#);
[Student Travel Guidelines](#);

Reference: Government Code Section §11139.8

Approved by
the Chancellor: April 18, 2022

Supersedes: Formerly 3120.2 – 10/14/98, 02/02/12; 11/28/16; *(Merged with 3125. 2 & Renumbered AP 4300)*