



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3120 – OFF-CAMPUS STUDENT ACTIVITIES

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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 off-campus student activities adhere 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 the scheduled off-campus activity 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 activities 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) Required off-campus 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 of Trustees.

### 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, Campus Safety and Administrative Due Process*).

Each 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.

Sexual Misconduct Training: All students who travel must complete the District's Title IX training in advance of travel.

## 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, Campus Safety and Administrative Due Process*

Adopted: November 10, 2016

Supersedes: Policy C-5493, 9/1/72; Policy 3120, 10/14/98, 1/26/12