



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 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) Completes *Request/Authorization to Conduct Off-Campus Student Activity Form 3120.2* (available in the Vice President, Instruction and Vice President, 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 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 3120, *Off-Campus Student Activities*.
- 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 (See Board of Trustees Policy 3125, *Transportation of Students, as well as Advisor Travel Guidelines* available in the Dean of Student Affairs office). Ensure 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 above.

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 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: SDCCD Form 3120.2, [Request/Authorization to Conduct Off-Campus Student Activity](#).

Approved by
the Chancellor: November 28, 2016

Supersedes: 10/14/98, 2/2/12