



TITLE: PARTICIPATION IN COLLEGE-SPONSORED OFF-CAMPUS ACTIVITIES

POLICY NO: 1-29

EFFECTIVE DATE: 02/01/93

VCCS POLICY NO: N/A

REVISED DATE: 04/01/08

I. Purpose:

To describe college policy related to college-sponsored, off-campus co-curricular, instructional and non-instructional activities and student transportation.

II. Definitions:

Co-curricular activity: This is defined as an off-campus activity sponsored by a faculty member or academic department that is tied directly to course and/or program objectives.

Instructional-related activity: This is defined as an off-campus activity sponsored by a faculty member or academic department that is tied directly to course and/or program objectives. These are typically required as part of class coursework.

Non-instructional-related activity: This is defined as a college-sponsored off-campus activity that is not tied directly to course and/or program objectives. These activities will usually be sponsored by the office of Student Life.

III. Policy:

College-sponsored off-campus activities including co-curricular, instructional, and non-instructional are encouraged and should be used to provide more enriching experiences to students. All activities must be pre-approved according to procedures below.

Instructional-related activities must be included in course syllabi and should include dates, times, and destination of the activities. All instructional-related activities must be approved by the supervising dean. Instructional-related activities that are not listed in the course syllabus will be deemed optional as opposed to required activities. Students will not be held responsible or penalized academically for not participating in optional instructional-related activities. However, alternate options should be provided to students in order to allow them an equal opportunity to receive credit for any assignment.

Students will sign an Assumption of the Risk certificate, [JSRCC Form No. 75-0004](#), that will release J. Sargeant Reynolds Community College and the sponsoring faculty/staff and office/department of all liability if the student is injured due to their involvement in the college-sponsored activity. Assumption of the risk certificates should be provided to, and completed by,

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students for any activity that presents some danger or health hazard to a student. This includes travel in vehicles, activities that utilize dangerous tools, etc.

College/Commonwealth of Virginia vehicles used to transport students must be driven by college employees. The college assumes no responsibility for students transporting individuals in non-college/Commonwealth of Virginia vehicles.

IV. Procedures:

A. Instructional-related activities

1. The activity organizer submits [JSRCC Form No. 75-0002](#), Student/Organization Field Trip Request & Worksheet; Request for State Vehicle Form – CP 2 (if applicable); and [JSRCC Form No. 75-0003](#), Campus Van Request Form (if applicable) to the associate vice president of student affairs (AVPSA) or designee. Appropriate paperwork for required activities should be submitted at least thirty calendar days prior to the activity. Paperwork for optional activities should be submitted at least five business days prior to the activity.
2. The AVPSA or designee submits a worksheet ([JSRCC Form No. 75-0002](#)) to the supervising dean.
3. The supervising dean submits a worksheet to the associate vice president of academic affairs (AVPAA) if the cost of the activity exceeds \$5,000. In the event that an activity exceeds \$5,000, the AVPAA will review and consult with the appropriate body on a final determination regarding the activity.
4. In the case of required activities, instructors must include information about the activity on the course syllabus, indicating field trip dates, times, destination, and cost.
5. The activity organizer provides students with [JSRCC Form No. 75-0001](#), Field Trip Notification of Student Absence, to give to instructors (if applicable).
6. The activity organizer shall complete an Assumption of the Risk certificate, [JSRCC Form No. 75-0004](#), specifying the name of the activity and the location and date(s) of the activity and forward it to the vice president of finance and administration for review, discussion with Risk Management, and addition of additional language as necessary. The approved certificate will be initialed in the bottom left corner indicating review is complete and issuance approved and returned to the activity organizer to duplicate and issue for student/participant signature.
7. At the completion of the activity, the activity organizer completes and submits appropriate college forms, receipts, and documentation to the AVPSA within five business days for processing.
8. The activity organizer keeps all records for at least one year.

B. Co-curricular and non-instructional-related activities

1. The coordinator for student life or faculty or staff member submits [JSRCC Form No. 75-0002](#), Student/Organization Field Trip Request & Worksheet; Request for State Vehicle Form – CP 2 (if applicable); and [JSRCC Form No. 75-0003](#), Campus Van Request Form (if applicable) to the AVPSA or designee at least thirty calendar days prior to the activity.

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2. The AVPSA or designee will review the request and notify the activity organizer of the status of the request within ten business days.
3. If the activity is approved by the AVPSA or designee, the activity organizer shall complete an Assumption of the Risk certificate, [JSRCC Form No. 75-0004](#), specifying the name of the activity, the location and date(s) of the activity and forward it to the vice president of finance and administration for review, discussion with Risk Management, and addition of additional language as necessary. The approved certificate will be initialed in the bottom left corner indicating review is complete and issuance approved and returned to the activity organizer to duplicate and issue for student/participant signature.
4. The activity organizer provides students with [JSRCC Form No. 75-0001](#), Field Trip Notification of Student Absence, to give to instructors (if applicable).
5. At the completion of the activity, the activity organizer completes and submits appropriate college forms, receipts, and documentation to the AVPSA or designee within five business days for processing.
6. The office of Student Life keeps all records for at least one year.

C. Student conduct

Students participating in college-sponsored, off-campus activities are expected to display appropriate behavior. Any inappropriate behavior by a student should be addressed by the trip organizer using procedures outlined in [JSRCC Policy No. 1-35](#), Student Conduct. If the activity is instructional-related, the faculty member is also encouraged to address the behavior using procedures outlined in [JSRCC Policy No. 2-18](#), Classroom Interruptions.

D. Emergency Situations

If an emergency situation occurs during a college-sponsored off campus activities, the trip organizer must:

1. Notify the appropriate emergency and law enforcement personnel.
2. Notify the person listed on the student(s)' Assumption of the Risk certificate
3. Notify Police and Security Services at 523.5911.
4. Police and Security Services and the AVPSA will assess the situation and, if need be, contact the director of marketing and public relations, who will determine if the Crisis Communication Plan (reference [JSRCC Policy No. 4-34](#)) needs to be initiated.

V. Other Information:

Attachments:

[JSRCC Policy No. 1-35](#), Student Conduct

[JSRCC Policy No. 2-18](#), Class Interruptions

[JSRCC Form No. 75-0001](#), Field Trip Notification of Student Absence

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[JSRCC Form No. 75-0002](#), Student/Organization Field Trip Request & Worksheet

[JSRCC Form No. 75-0003](#), Request to Reserve Campus Van

[JSRCC Form No. 75-0004](#), Assumption of the Risk