



Student Travel Guidelines



SAN DIEGO
CITY COLLEGE

SAN DIEGO
MESA COLLEGE

SAN DIEGO
MIRAMAR
COLLEGE

SAN DIEGO
COLLEGE OF
CONTINUING
EDUCATION



Guideline for Travel Involving Students

This document is intended as a guideline for faculty and other SDCCD staff when planning travel involving students. It will explain the documents and approvals required for the various types of travel that may involve students.

Step 1 – Board Approval

- Determining when Board approval is required

Step 2 – Processing Required Forms

- Processing required forms prior to travel

Step 3 – Processing Final Paperwork

- Processing final paperwork after trip is completed

Guidelines for Transfer Student Visits to Colleges and Universities

Required Forms

- Request/Authorization to Conduct Off-Campus Student Activity*
- Student Travel Permission/Release/Waiver*
- Minor (Under 18) Student Travel Permission/Release/Waiver*
- Student Travel Medical Consent Form*
- Conference/Travel Student Contract of Understanding*
- Travel Authorization with Expenses and Expense Reports (online – see pg. 26)
- Incident Report Form**

All forms are available in the Deans' Office.

* These Forms are also available on the SDCCD Student Services website: <https://bit.ly/3U0i0dQ>

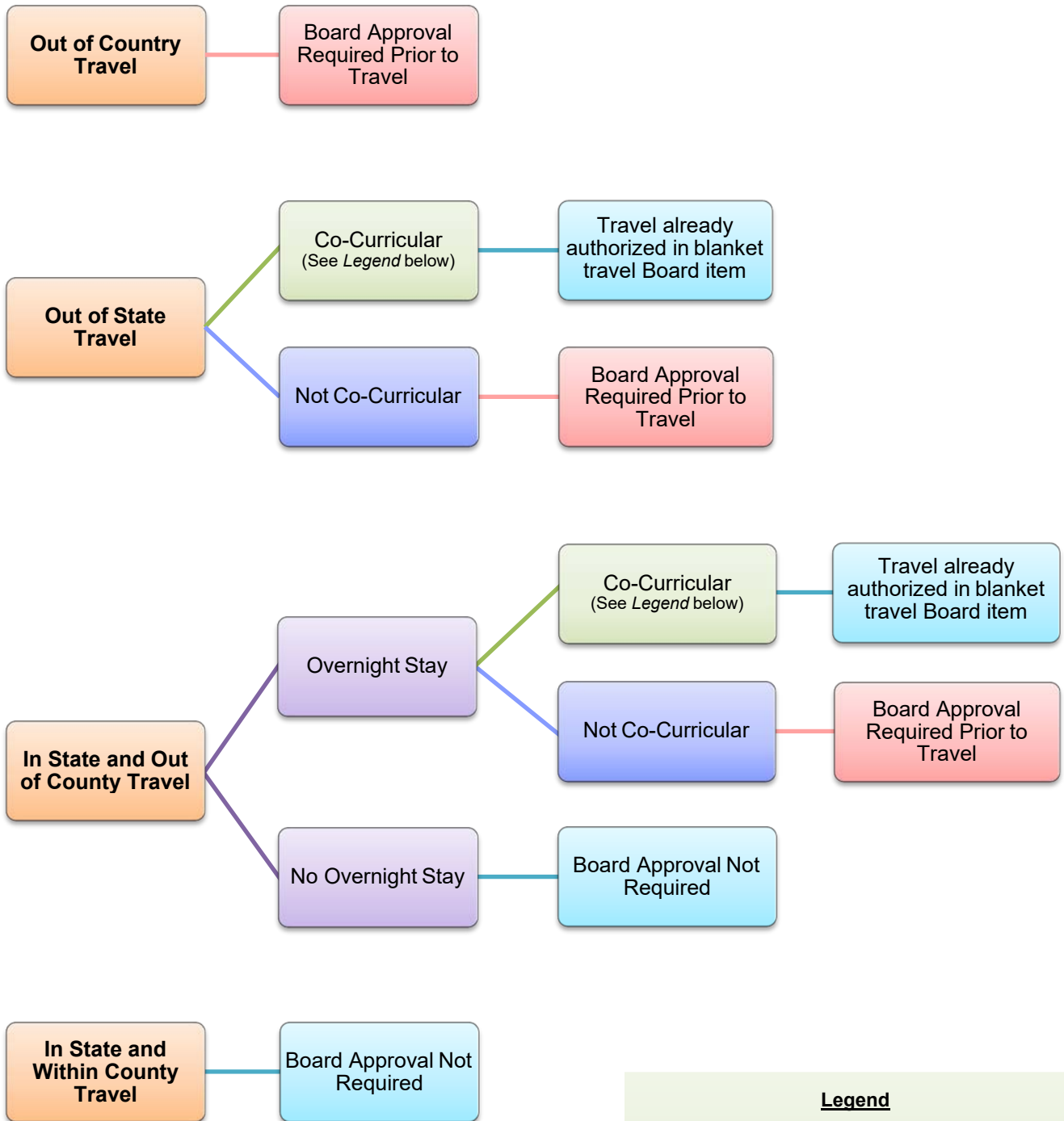
** These forms are available through the mySDCCD Faculty Portal: myportal.sdccd.edu

STEP 1

Board Approval

STEP 1 – Planning a Trip

Determining when Board Approval is required



Legend

Co-Curricular

- Intercollegiate Team Competition
- Tournaments
- Approved Out-of-Season Competition
- Student Leadership & Related Activities
- Academic Program Competition



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

The San Diego Community College District grants authorization for students at City College, Mesa College, Miramar College, and the College of Continuing Education to travel for purposes of intercollegiate team competition, tournaments, approved out-of-season competition, student leadership, academic program competition, and released activities beginning July 1 through June 30 the following year, on an annual basis.

STATEMENT OF ISSUE/PURPOSE

Title 5 of the California Code of Regulations authorizes student travel in connection with courses of instruction related to social, educational, cultural, athletic, and band activities.

The colleges encourage student participation in various co-curricular activities related to instructional programs, including athletics, speech and debate, dramatic and performing arts, journalism, and other academic program competition. Participation in these activities often includes tournaments and competitions, both in-season and approved out-of-season play, and other events requiring student travel. The students at the colleges also participate in student leadership activities, often involving student travel. All students who travel are required to sign a student release waiver and appropriate travel documents prior to departure. In addition, all students who travel are accompanied and supervised by a District employee.

To review the current Board approved travel authorization, visit the webpage here:

BOARD OF TRUSTEE ANNUAL TRAVEL DOCKET

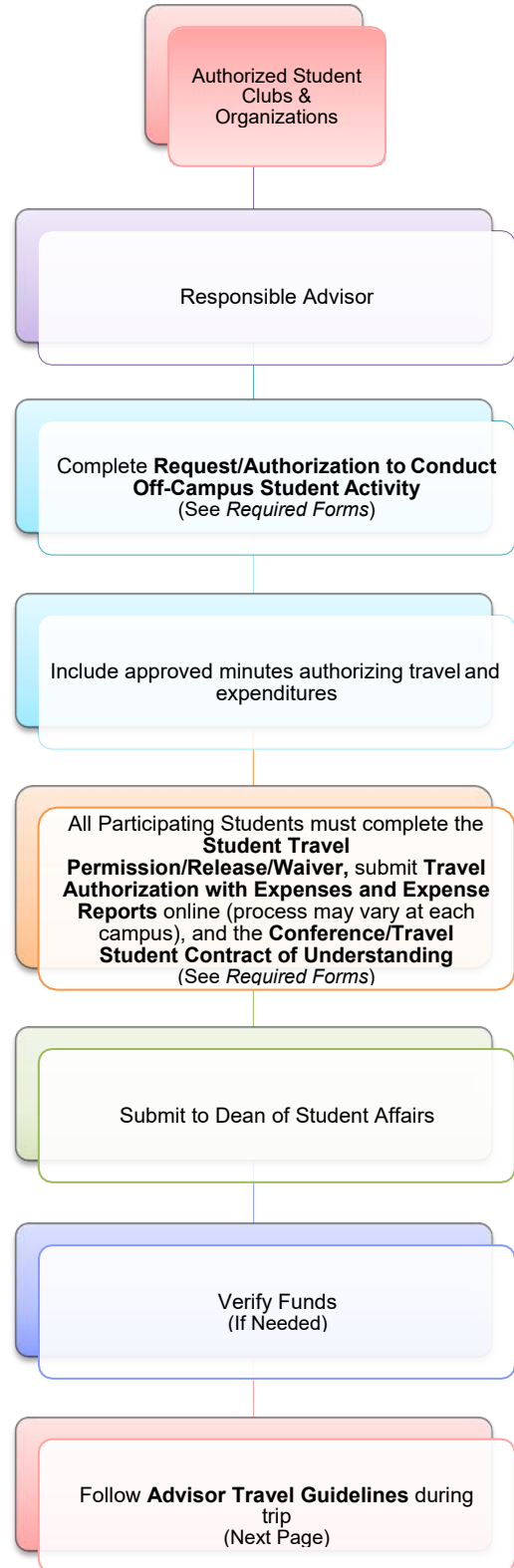
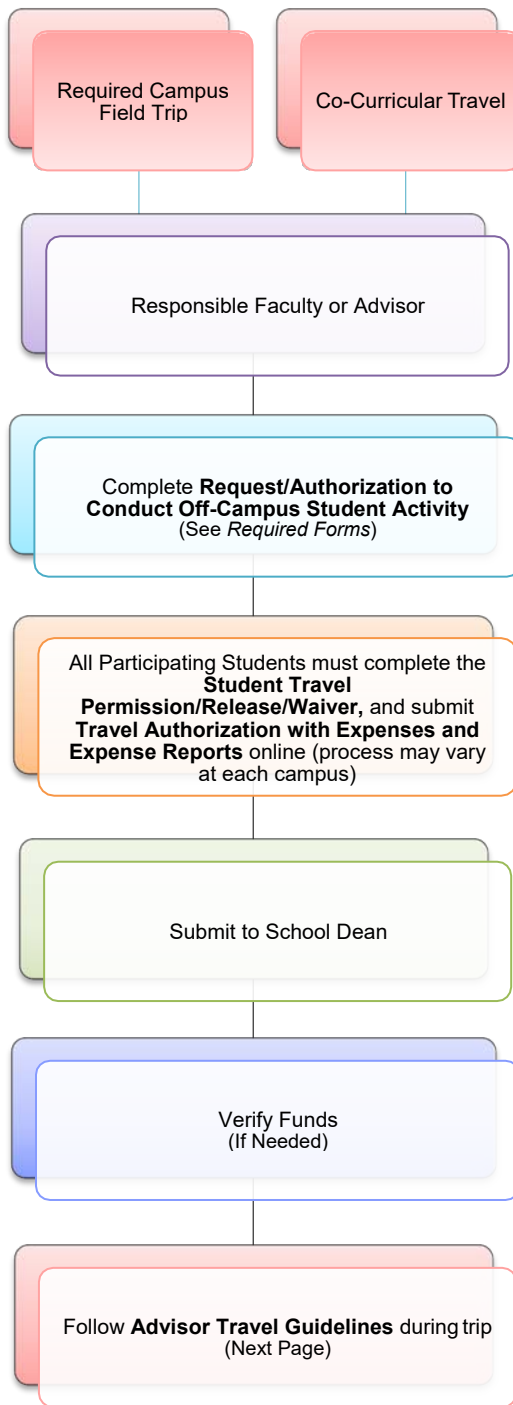
<https://bit.ly/3d29pqA>

STEP 2

Process Required Forms

STEP 2 – Trip Preparations

Processing Required Forms Prior to Travel





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 (if out of San Diego County). The advisor to student ratio may not be greater than one (1) to ten (10).
3. All overnight travel requires prior approval of the Board of Trustees.
4. Students are not to be transported in employees' personal cars.
5. Overnight stays for students and advisors are limited to the hotel and not personal residences, or short-term rentals (i.e., Airbnb).
6. Students are not permitted to stay in the same hotel room as advisors.
7. 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.
8. Use, possession or distribution of alcohol or illegal drugs is not permitted on campus or at District/campus sponsored events and activities, including District sponsored travel. See the District Drug and Alcohol Abuse and Prevention Program at <http://sdccd.edu/DAAPP>.
9. Student Code of Conduct applies at all times (Reference: *BP 5500, Student Rights, Responsibilities, Campus Safety and Administrative Due Process*).
 - In the event of a serious violation of the Student Code of Conduct, advisors should:
 - Document the incident
 - Send the student home, if possible
 - Report the matter to the dean responsible for the travel, as well as the Dean of Student Affairs
 - All Student Code of Conduct violations should be reported to the Dean of Student Affairs after the trip and the Incident Report form completed. Violations can also be reported online at <https://bit.ly/3BvRh1A>, or using the paper form.
10. Note that travel to certain states is restricted in accordance with the attached memorandum, unless an exception has been approved by the Chancellor. Faculty advisors should contact the Dean of Student Affairs office before planning travel to any restricted state, regardless of the funding source for the travel.
11. All incidents involving gender-based violence should be reported to the Title IX Coordinator immediately:

District Title IX Office
TitleIX@sdccd.edu
 619-388-6660

You may also contact the Title IX Deputies at the respective campus:

City	Adan Sanchez Acting Dean of Student Affairs 619-388-3498	Miramar	Cheryl Barnard Dean, Student Affairs 619-388-7313
Mesa	Victoria Miller Dean, Student Affairs 619-388-2699	College of Continuing Education	Michele Madrid Novak Student Affairs Coordinator 619-388-4850

12. 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)
13. Minors who travel must complete the *Minor (Under 18) Student Travel Permission/Release/Waiver* form (Reference: Administrative Procedure, AP 4300, *Field Trips and Excursions*).
14. All expenditures submitted for reimbursement must be applied for and approved in advance with the exception of unforeseen expenditures and emergencies.
15. Students are not permitted to participate in activities or sightseeing that are unauthorized.
16. Students must participate in all required events and activities.
17. All travel will be postponed or cancelled in the event the county of San Diego, or the state of California receive stay at home orders by government officials.



San Diego Community College District
Office of the Chancellor

August 25, 2017

Dear SDCCD Colleagues:

I am pleased to inform you that at its meeting of August 24, 2017, the San Diego Community College District (SDCCD) Board of Trustees passed the Resolution below (also attached), supporting the intent of Assembly Bill 1887. This legislation bans California's public agencies from using state funds for travel to eight (8) states that have enacted laws that discriminate against the LGBTQ community. Our district now officially prohibits the use of district funds for travel to these states, with a few exceptions pertaining to required travel by student groups and others. We are proud to do whatever we can to support the rights of the LGBTQ community.

A handwritten signature in black ink, appearing to read "Constance M. Carroll".

Constance M. Carroll, Ph.D.
Chancellor
San Diego Community College District

Note. Proceeding the date of this memo, California prohibits additional state-funded and state-sponsored travel to a total of 23 states banned for student travel. More information regarding this prohibition can be found online, please visit: <https://oag.ca.gov/ab1887>.

Resolution of the Board of Trustees
San Diego Community College District

The San Diego Community College District Board of Trustees supports the travel restrictions identified in AB 1887.

WHEREAS, the San Diego Community College District prides itself on a strong commitment to equity, inclusion, and diversity in the education of students and employment of faculty, staff, and administrators, without regard to race, ethnicity, heritage, national origin, immigration status, marital status, religion, age, gender, sexual orientation, gender identity, gender expression, genetic information, medical condition, or disability; and


WHEREAS, effective January 1, 2017, Assembly Bill (AB) No. 1887 prohibits California state-funded and state-sponsored travel to states that have implemented laws that authorize or allow discrimination on the basis of sexual orientation, gender identity, gender expression, same-sex relationship, or same-sex marriage; and

WHEREAS, this new law requires the California Attorney General to develop, maintain, and publish a list of states that are subject to the travel ban; and

WHEREAS, the California Attorney General has determined that certain states, including Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas, and as may be further amended by the California Attorney General, are subject to the travel ban as these states have implemented laws that authorize or allow discrimination on the basis of sexual orientation, gender identity, gender expression, same-sex relationship, or same-sex marriage; and

WHEREAS, the travel ban restrictions set forth in AB 1887 apply only to state agencies, departments, boards, authorities, commissions, The California Community Colleges, the University of California, and the California State University, but may impact local public agencies such as the San Diego Community College District;

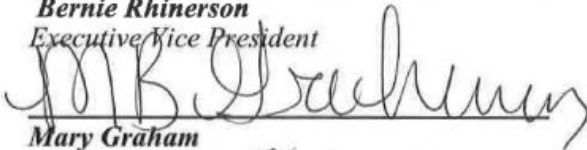
NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the San Diego Community College District hereby declares that San Diego Community College District funds and resources shall not be used to fund, sponsor, or support employee or student travel to states that are subject to the travel ban, with the exception of those situations specifically exempted in the legislation, as determined by the Chancellor.



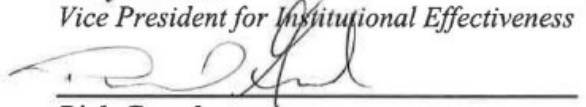
Maria Nieto Senour, Ph.D.
President



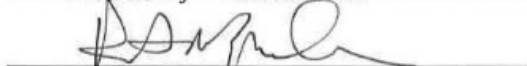
Bernie Rhinerson
Executive Vice President



Mary Graham
Vice President for Institutional Effectiveness

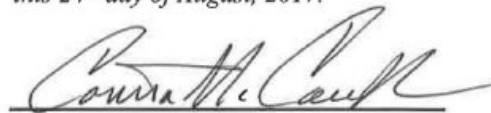


Rich Grosch
Vice President for Educational Collaboration



Peter Zschiesche
Vice President for Community Development

Passed and adopted by the Board of Trustees of the San Diego Community College District in San Diego, California, this 24th day of August, 2017.



Constance M. Carroll, Ph.D.
Chancellor





**San Diego Community College District
Office of the Chancellor**

June 30, 2021

Dear Board Member, Colleagues, and Friends of the District:

As you recall, California Assembly Bill 1887 prohibits the use of State funds for travel to states that have discriminatory laws and/or practices of a serious nature that affect protected groups, especially the LGBTQ community. This bill authorizes the California Attorney General to update the list. SDCCD Board Policy 3120 reflects this prohibition regarding the use of District funds for travel to these states, which also derive from the State. The SDCCD Chancellor can make exceptions based upon critical need, such as student competitions, faculty research, etc.

The updated list of banned states, with Arkansas, Florida, Montana, North Dakota, and West Virginia being the most recent additions, follows:

1. Alabama
2. Arkansas (effective 7/29/2021)
3. Florida (effective 7/1/2021)
4. Idaho
5. Iowa
6. Kansas
7. Kentucky
8. Mississippi
9. Montana (effective 7/1/2021)
10. North Carolina
11. North Dakota (effective 8/1/2021)
12. Oklahoma
13. South Carolina
14. South Dakota
15. Tennessee
16. Texas
17. West Virginia (effective 7/8/2021)

A handwritten signature in black ink that reads "Constance".

Dr. Constance M. Carroll
Chancellor
San Diego Community College District

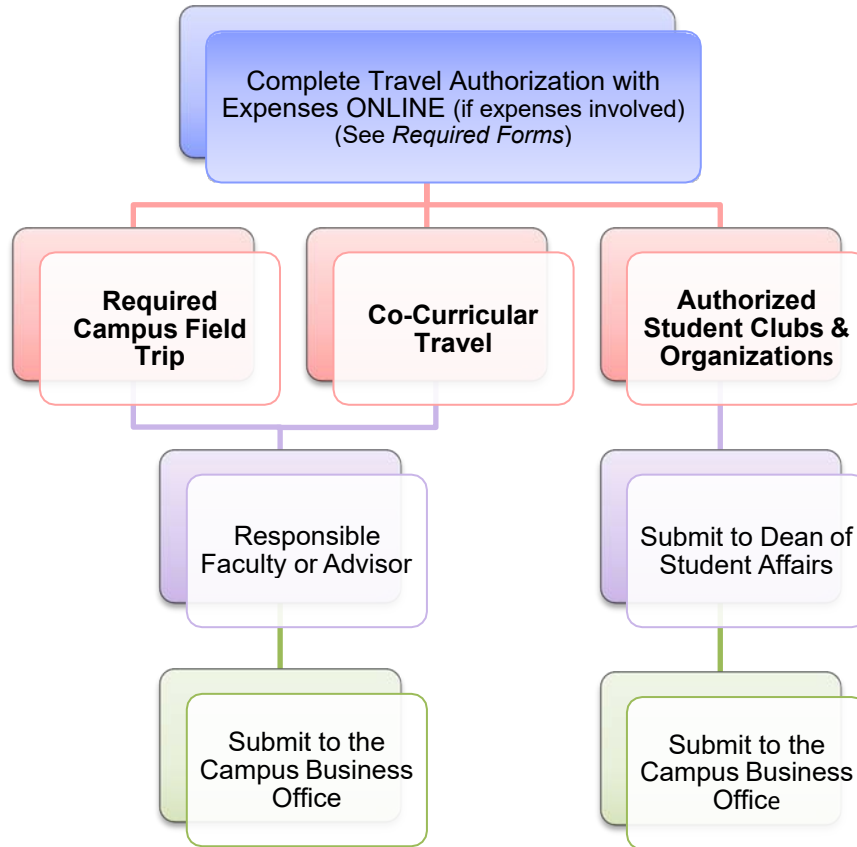
Note. Proceeding the date of this memo, California prohibits additional state-funded and state-sponsored travel, including Arizona, Georgia, Indiana, Louisiana, Ohio, and Utah to a total of 23 states banned for student travel. More information regarding this prohibition can be found online, please visit: <https://oag.ca.gov/ab1887>.

STEP 3

Process Final Paperwork

STEP 3 – After Trip is Completed

Processing Final Paperwork



If Student Does Not Attend the Authorized Student Club or Organization Trip

If the student does not attend the trip and the college has incurred an expense:

- Student Affairs will work with the student to make arrangements for reimbursement of funds, as appropriate.

Student Code of Conduct Violation

If a Student Code of Conduct violation occurs on a trip:

- Report to Dean of Student Affairs immediately after the trip, or during the trip if immediate attention is needed.
- Complete the **Incident Report Form** (See *Required Forms*)
- Violations can also be reported online at <https://bit.ly/3BvRh1A>.
- **Incidents involving sexual violence should be reported to the Title IX Coordinator immediately** (See Page 8).

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Guidelines for Transfer Student Visits to Colleges and Universities



Guidelines for Transfer Student Visits to Colleges and Universities

Background

Transfer to four-year institutions is an important mission of the community colleges. The San Diego Community College District transfers more than 6,000 students each year to colleges and universities in the state and throughout the country. In addition, the colleges closely monitor students' progress through their transfer pathway each year to ensure students meet their transfer goals.

Transfer Centers were established in the California Community Colleges in 1985 to strengthen the transfer function and increase the number of California Community College students prepared to transfer, with an emphasis on students underserved in higher education. Among the many services and support provided, the Transfer Centers are facilitating student visits to prospective transfer institutions. These visits are intended to allow students to learn more about a particular institution and determine if it is fit for their needs and interests. The following are guidelines for scheduling and conducting visits to colleges and universities for transfer students.

1.1 Selection of Universities

- The goal of university visits is to provide prospective transfer students with options to transfer and complete a bachelor's degree.
- The selection of colleges and universities to visit each year is the responsibility of the Transfer Center Directors, both individually and collectively. The selection is based upon student interests, historical transfer patterns, and impact at the local public universities.
- The following selection process will be followed:
 - Transfer Center Directors will establish a Transfer University schedule with approval of the President at the beginning of each semester.
 - The schedule will be brought to Chancellor's Cabinet for approval by the Vice Chancellor of Educational Services prior to any visits.
 - Changes to the schedule are inevitable. As changes occur, an updated schedule will be brought to Student Services Council (SSC) in accordance with the guidelines, and to Chancellor's Cabinet for approval.
- Selection of the universities will be based upon the following principles:
 - Public California universities will be first priority.
 - Visits to all regional universities will be supported due to proximity and the *place-bound* nature of transfer students.

- Proposals for overnight trips must be approved by the President and brought to the Vice Presidents and Vice Chancellor of Educational Services for review.
- Board approval is required for all overnight travel.
- The proposal for overnight travel shall include:
 - Number of students planned for visit
 - Student selection process
 - Cost of travel
 - Funding sources for travel
 - Purpose of visit
 - Supervision
 - Justification for the selection of the college/university
- Select out-of-state and out of region visits will be considered, subject to the approval of the Vice Presidents and Vice Chancellor of Educational Services, as described, and prior approval of the Chancellor's Cabinet.
- College-sponsored visits to for-profit institutions will not be considered.

2.1 Selection of Students

- Students will be permitted to attend on a first-come, first-served basis, based upon the following parameters:
 - First priority will be provided to students who are disproportionately under-represented in transfer outcomes
 - Visits will be widely publicized
 - Students will individually sign up for visits
- If visits are college-specific and space is available, the Transfer Center Directors will reach out to other colleges for interested students.
- Colleges will be permitted to require a nominal fee to reserve a spot, provided the fee is refunded when the student attends.
 - All fees collected must be carefully recorded and accounted for in coordination with the College Business Office.
- Transfer Center Directors will conduct targeted outreach to students they have worked with and who are interested in transferring to the particular institution being visited.

3.1 Cost and Funding

- All university visits must include a college chaperone.
 - The student to chaperone ratio will be no greater than 15:1; the student to chaperone ratio for overnight trips will be no greater than 10:1.
- The college will pay for staff participation.
 - Staff time is included in regular assignment/load.
- Costs for travel will be arranged in accordance with one of the following models:
 - 1) Colleges pay full cost of student travel from existing allowable funds;
 - 2) Colleges share travel costs with host college/university; or
 - Written agreement will be constructed
 - 3) Host college/university pays full student travel cost
 - Written agreement will be constructed.

Note. Funding source must be included in the proposal for overnight travel.

4.1 Summary Evaluation of Benefits/Outcomes

- The Transfer Center Director will prepare a brief summary report at the conclusion of each visit to include the following components:
 - Number of students who attended
 - Student evaluation of visit
 - General observations
 - *Lessons Learned*
- The report will be shared with the Student Services Council at the end of each semester. A summary report will be prepared for the Chancellor's Cabinet at the end of each academic year.



Required Forms



**San Diego Community College District
Request/Authorization to Conduct
Off-Campus Student Activity**

City Mesa Miramar College of Continuing Education (Specify Campus): _____

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

Class Number: _____
(Formerly CRN)

Type of Activity: (see Board of Trustees Policy, *BP 4300, Field Trips and Excursions*)

- Field Trip, Excursion, Class Convened Off Campus
- Optional Visit
- Associated Student Body Activity
- Co-curricular Activity - part of previously Board-approved season schedule
- Co-curricular Activity - **not** a part of previously Board-approved season schedule

- Is the Activity:
 - Outside of California Yes No
 - Overnight Yes No
- Will an advance of funds be requested as part of this activity? Yes No

(If the answer to any statement above is yes, and the activity has not been previously Board-approved, the Dean responsible for travel will prepare a Board agenda item requesting advanced Board approval.)

Time and date of activity: _____

Location where activity is to be conducted: _____

Brief description of the activity/purpose: _____

Transportation*: (Select One)

- Will be the responsibility of each individual
- Will be provided by the District

*See restrictions in Board of Trustee Policy, *BP 4300, Field Trips and Excursions*

I have read Board of Trustees Policy, *BP 4300, Field Trips and Excursions*, and certify that to the best of my belief the activity for which authorization is requested is in consonance therewith.

Signature of Requester: _____ Date of Request: _____

OFFICIAL USE ONLY	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not approved (see remarks below)	
Remarks:	

Signature of Dean: _____	Date: _____



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

City
 Mesa
 Miramar
 College of 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 to: _____ on: _____ via: _____
Location Date District/Self

RELEASE/WAIVER: By my signature below, I understand and agree that all persons making field trips or excursions are deemed to have waived all claims whatsoever against the State of California and the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, or volunteers for injury, accident, illness, property damage, and death occurring during or by reason of the field trip or excursion. Further, I agree to hold harmless, defend and indemnify the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, and volunteers from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney’s fees, related to or arising out of, or in connection with, my participation in the field trip or excursion.

STUDENT ROSTER

Student Name (PRINT)	Signature	Under 18 Yes/No	Transportation Self/District

Signature of Dean: _____ Date: _____



San Diego Community College District Student Travel Medical Consent Form

In the event of any medical emergency, I grant San Diego Community College District, including City, Mesa and Miramar College, and College of Continuing Education, or any of its representatives the full authority (**at my expense**) to take any action deemed necessary to protect my health and safety. This includes, but is not limited to, placing me under the care of a doctor, in a hospital, or returning me to my home city if deemed necessary after consultation with medical authorities.

Name of Participant: _____ Student ID Number: _____
(PRINT)

Please check **one** of the following statements:

- I am 18-years-of-age or older. My date of birth is: _____
- I am the parent or legal guardian of the participant who is under 18 years of age to whom the above statement applies and for whose benefit I am executing this medical consent.

In case of emergency, please contact: _____
(Name/Relationship)

E-mail: _____ Telephone: _____

Medical Insurance Carrier: _____ Policy Number: _____

Please list any prescription medication that you must take while at the off-campus activity:

Has your physician approved your ability to travel under this prescribed medication?

- Yes
- No

I have read this consent and I understand its terms. I execute it voluntarily and with full knowledge of its significance.

Signature of Participant or Parent/Legal Guardian: _____

Name of Signatory: _____ Date: _____
(PRINT)

E-mail: _____ Telephone: _____

Submit completed consent to the instructor/advisor responsible for travel

Instructor: a copy shall be maintained by the advisor during travel



San Diego Community College District
Conference/Travel
Student Contract of Understanding

Name: _____ Student ID Number: _____
 (PRINT) Last First MI

E-mail: _____ Telephone: _____

Activity: _____ Date of Activity: _____ Location of Activity: _____

I understand that I am attending the above entitled activity as a representative of the college and that my expenses are being paid out of San Diego Community College District funds. I acknowledge that I am expected to conduct myself in a responsible manner and agree to the following:

- **COMPLIANCE WITH POLICIES AND LAWS:** Adhere to all applicable Board of Trustees Policies and Procedures, particularly the Board of Trustees Policy, *BP 5500, Student Rights, Responsibilities, Campus Safety and Administrative Due Process, Section 3. Student Code of Conduct*, as well as federal, state and local laws. Failure to conduct myself in a manner consistent with said policies may result in being subject to disciplinary action.
 - Students found in violation of the Student Code of Conduct while traveling as a representative of the college which results in a disciplinary sanction, will be precluded from future travel.
- **ALCOHOL AND DRUG CONSUMPTION:** Consumption of an illegal substance of any kind, or the use of alcohol during the activity or en route to and from the activity is not permitted and will result in disciplinary action as provided for in Board of Trustees Policy, *BP 5500, Student Rights, Responsibilities, Campus Safety and Administrative Due Process*, and Administrative Procedure, *AP 5520, Student Disciplinary Procedures*.
- **INAPPROPRIATE BEHAVIOR:** Inappropriate behavior will not be tolerated, nor any behavior that will endanger the signatory or others. Any student who causes damages to a facility while on official travel is liable for replacement costs.
- **COMPLETION OF TITLE IX TRAINING:** Available at <https://sdccd.instructure.com/enroll/4K43RJ>. Please print and attach verification of your completion of the training.
- **PARTICIPATION:** Each participant is expected to actively participate in all required events and activities.
- **SUPERVISION OF STUDENT:** For the duration of the event, each participant is expected to keep the advisor/designee aware of their activities and whereabouts at all times, and to abide by the advisor's directions.

I understand that if I do not abide by this contract to attend this activity, and I do not provide proof of emergency or extenuating circumstance, I will be responsible for reimbursing the San Diego Community College District for the full cost of my participation (i.e., lodging, meals, etc.). Further, I understand that I may be ineligible to participate in any future sponsored events, and that my club/organization may also be penalized.

I understand that violation of this agreement may result in the following:

- Immediate return to my home at my own expense
- Disciplinary action by the college
- A hold placed on my student record

WAIVER: I acknowledge that I am attending the above-mentioned activity as an extra-curricular activity on a voluntary basis. I understand and agree that I shall **voluntarily release, discharge, waive, relinquish, and covenant not to sue** the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, and volunteers from any and all liability, claims, causes of action, and demands related to or arising out of, or in connection with, my participation in this activity, including injuries, accident, illness, property damage, and death.

INDEMNIFICATION AND HOLD HARMLESS: I further agree to hold harmless, defend, and indemnify the San Diego Community College District, its Board of Trustees, officers, employees, agents, representatives, and volunteers from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees, related to or arising out of, or in connection with, my participation in this activity.

Student Signature: _____ Date: _____

Distribution: Student Affairs; Department Dean

SS – CNFRNCTRVLCNTRCT 10/2022



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

Travel Authorization with Expenses and Expense Reports

Must be submitted online:

<https://myportal.sdccd.edu>

**CONTACT THE BUSINESS OFFICE AT YOUR RESPECTIVE CAMPUS FOR
INSTRUCTIONS AND GUIDELINES ON THIS PROCESS.**

San Diego City College

619-388-3428
Building R-109

San Diego Mesa College

619-388-2771
Building A-102

San Diego Miramar College

619-388-7815
Building N-101

College of Continuing Education (ECC)

619-388-4821
Room 109



San Diego Community College District

Incident Report Form

Board of Trustees Policy 5500

Student Rights, Responsibilities, Campus Safety and Administrative Due Process

Violations can also be reported online at <https://bit.ly/3BvRh1A>

Please PRINT

Today's Date: _____ **Campus/Location:** _____

Student Name: _____ **Student ID Number:** _____

Date/Time of Incident: _____

Witnesses: _____

Description of Incident: (State Facts Only) _____

Police Contacted? Yes No If yes, please indicate reporting officer's name: _____

What Action was Taken: _____

Reporting Individual Name/Title: _____
(PRINT)

Signature: _____ Telephone: _____

Date: _____ E-mail: _____

Note. Send completed *Incident Report Form* to the Dean of Student Affairs/Disciplinary Officer