



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 5 – Student Services

BP 4300 – FIELD TRIPS AND EXCURSIONS

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, and the Student Travel Guidelines.

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, and must comply with all out-of-state travel restrictions listed herein. 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, Travel*).

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, and must comply with all out-of-state travel restrictions listed herein. 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, Travel*).

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, and comply with all travel restrictions listed herein.

5. 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 nor 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.

6. 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.

7. TRANSPORTATION OF STUDENTS

- a. When transportation of student is not provided by the SDCCD, the District possesses no authority to supervise its mode, manner, or arrangement and any "provider liability" accrued in accordance with law to the provider of said transportation.
- b. Students who use private modes of transportation are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. He/She/They may be required to sign a statement affirming the condition of their election of private transportation and agreement affirming the condition of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation.
- c. When transportation is undertaken by the District using District-owned vehicles or contracted carriers, the District shall assure reasonable supervision and adequate liability insurance protection for purposes of such transportation.
 - 1) Students may elect not to use District-provided transportation except where the supervising District official determines that transportation of the participating students, as a unit, is a requirement of the activity.
 - 2) Students who elect to use private modes of transportation where transportation is provided by the District, are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. He/She/They shall be required to sign a statement affirming the conditions of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation.
- d. District employees are not permitted to use their private vehicles to transport students, except in the event of an emergency where student safety would be in jeopardy. Employees who transport students in their private vehicles shall be deemed to be acting outside the scopes of their employment, and in this regard, shall accrue any and all liability for damages or injury resulting from their providing of transportation.
- e. Students are not authorized to secure a rental vehicle as part of their travel.

8. 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.

9. 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 Board of Trustees Policy, *BP 5500, 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.

Reference: BP 5500, *Student Rights, Responsibilities, Campus Safety and Administrative Due Process*;
Student Travel Guidelines;
Government Code Section §11139.8

Adopted: April 14, 2022

Supersedes: Policy C-5493 – 09/1/72; Policy 3120 – 10/14/98; 01/26/12; 11/10/2016;
(*Renumbered 4300*)