

**Davis Technical College (College)
Off-Campus Activities and Procedures**

Effective Date: 28 April 2017

1. Purpose

1.1. This policy is established to define parameters and procedures to be used in planning and executing short-term, off-campus activities involving students.

2. References

2.1. DTC Work-Based Learning Policy.

3. Definitions

3.1. **Off Campus Activity** – Any College-endorsed activity which takes place outside of campus facilities, but which does not count toward completion of a student’s training. Examples include field trips, service learning opportunities, off-campus competitions, or similar activities.

3.2.

4. Policy

4.1. Off-campus activities for Davis Technical College (College) students must be directly related to the institutional mission and consistent with training objectives established by the program sponsoring the activity.

4.2. Off-campus activities must have prior approval as outlined in this policy.

4.3. Off-campus activities that occur within 200 miles of the main College campus, within the State of Utah and last less than one day may be approved by the cognizant Director of Programs.

4.3. Off-campus activities which occur more than 200 miles from the main College campus, outside the State of Utah and/or involving an overnight stay must be approved by the Vice-President of Instruction.

4.4. Off-campus activity requests must identify a College employee who will serve as the supervisor for the activity and will be responsible for enforcing College policies during the activity and reporting infractions, accidents, or other relevant incidents appropriately.

4.5. Requests for administrative approval for off-campus activities must be submitted in writing by the employee organizing the activity at least one calendar week prior to the activity using approved forms.

4.6. Students must complete and return the approved “Off-Campus Activity Request Form” to the employee organizing the activity prior to participating.

4.6.1. Students under the age of eighteen (18) must provide appropriate documentation signed by their parent or legal guardian.

- 4.6.2. If the activity includes high school students and will interfere with the high school schedule, students must have prior written approval from their CTE Coordinator or other appropriate school official.
- 4.7. Copies of all documentation will be retained in the student's permanent file in Student Services.
- 4.8. The College may provide transportation for off-campus activities via College-owned vehicle or charter.
 - 4.8.1. If the College does not provide transportation, students are responsible for arranging their own transportation.
 - 4.8.2. Students may not be transported in a College employee's private vehicle at any time.
 - 4.8.3. High school students are not permitted to transport other students to off-campus activities.
 - 4.8.4. Adult students are not permitted to transport high school students to off-campus activities.
 - 4.8.5. College employees may never transport students unaccompanied. Either two or more employees or two or more students must be in the vehicle at all times.
- 4.9. All out-of-state travel for off-campus activities must be arranged via Utah state travel by the College.
- 4.10. Students are bound by all College student policies while participating in an off-campus activity, regardless of the time or location of the activity.
- 4.11. The College does not provide insurance coverage of any kind for off-campus activities. Each person participating in an off-campus activity must maintain personal medical and accident insurance.

5. Procedures

- 5.3. The individual or department organizing the off-campus activity must complete and submit an "Off-Campus Activity Request Form" to their Director. This form must specify date, time and location of the activity; educational justification for the activity; transportation to and from the activity; costs to the College and students; information about College personnel who participate and supervise the activity, and alternate coverage required if the activity takes place during school hours and non-participating students are permitted to remain on campus.
 - 5.3.1. If the activity is being arranged by a Director, the Director must submit the form to the cognizant Vice-President.
- 5.4. After the activity has been approved, instructions will be provided to students regarding the date and time of the activity, transportation options, deadlines for completing required forms, and any costs to be borne by the student.
- 5.5. The employee who has been identified as the supervisor for the activity is responsible for ensuring all student paperwork and fees are collected before the activity occurs.

5.6. The employee who has been identified as the supervisor for the activity is responsible for ensuring all paperwork related to the activity is appropriately retained by the College.

6. Approval and Notes

College Board of Directors Approval: 27 April 2017

President's Council Approval: 10 April 2017

New policy approved and implemented in April 2017