

TITLE: PARTICIPATION IN COLLEGE-SPONSORED OFF-CAMPUS ACTIVITIES**POLICY NO: 1-29****EFFECTIVE DATE: 02/01/93****VCCS POLICY NO: N/A****REVISED DATE: 05/10/16****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: an off-campus activity sponsored by a faculty or staff member or academic department that is tied directly to course and/or program objectives. Co-curricular activities are not necessarily designed by a faculty member for a course that he/she is directly teaching, but they are activities that provide benefit to students within a particular program or programs.

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

Non-instructional-related activity: a college-sponsored, off-campus activity that is not tied directly to course and/or program objectives, and which is usually sponsored by the Office of Student Life.

III. Policy:

College-sponsored, off-campus activities, including co-curricular, instructional, and non-instructional activities are encouraged and should be used to provide more enriching experiences to students. All activities must be pre-approved according to the 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 shall be deemed optional as opposed to required activities. Students shall 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 shall sign [JSRCC Form No. 75-0004](#), Assumption of the Risk form, that shall release J. Sargeant Reynolds Community College (Reynolds) and the sponsoring faculty/staff and office/department of all liability if the student is injured due to his/her involvement in the college-sponsored activity. Assumption of the Risk forms 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](#), Request to Reserve Campus Van (if applicable), to the vice president of student affairs (VPSA) or designee. Appropriate paperwork for required activities should be submitted at least thirty (30) calendar days prior to the activity. Paperwork for optional activities should be submitted at least five (5) business days prior to the activity.
2. The VPSA, or designee, submits a worksheet, [JSRCC Form No. 75-0002](#), Student/Organization Field Trip Request & Worksheet, to the supervising dean.
3. The supervising dean submits a worksheet to the vice president of academic affairs (VPAA) if the cost of the activity exceeds \$5,000. In the event that an activity exceeds \$5,000, the VPAA 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 or activities 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 will complete [JSRCC Form No. 75-0004](#), Assumption of the Risk certificate, 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 inclusion 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, and within five (5) business days, the activity organizer completes and submits appropriate college forms, receipts, and documentation to the VPSA for processing.

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8. The activity organizer keeps all records for at least one (1) 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](#), Request to Reserve Campus Van (if applicable), to the VPSA or designee at least thirty (30) calendar days prior to the activity.
2. The VPSA, or designee, will review the request and notify the activity organizer of the status of the request within ten (10) business days.
3. If the activity is approved by the VPSA, or designee, the activity organizer will complete [JSRCC Form No. 75-0004](#), Assumption of the Risk certificate, 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 inclusion 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, and within five (5) business days, the activity organizer completes and submits appropriate college forms, receipts, and documentation to the VPSA, or designee, for processing.
6. The Office of Student Life keeps all records for at least one (1) 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 [Reynolds 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 [Reynolds Policy No. 2-18](#), Classroom Interruptions.

D. Emergency situations

If an emergency situation occurs during a college-sponsored, off-campus activity, 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; and/or

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3. notify the Department of Police at 523-5911.

The Department of Police and the VPSA will assess the situation and, if necessary, contact the director of communications and public affairs, who will determine if [Reynolds Policy No. 4-34](#), Emergency Preparedness and Communication in a Crisis, needs to be initiated.

V. Other Information:

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

[Reynolds Policy No. 2-18](#), Classroom Interruptions

[Reynolds Policy No. 4-34](#), Emergency Preparedness and Communication in a Crisis

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

[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