

OFF-CAMPUS ACTIVITIES GUIDELINES

Approved by: Academic Coordinating Committee

Authorizer: Chief Administrative Officer and General Counsel & Vice President,
Academic Administration

Reference Code: STU9 V1

Effective Date: 5/1/2017

NOTES

Prior to announcing/promoting any activities to students, the Off-Campus Activity Approval Form must be approved.

For any out-of-province or international activities – see the section related to these activities on page 2 of this document.

PROCESS

1.
 - a. Organizer completes the Off-Campus Activity Approval Form, for each occurrence of an activity and preferably no less than one month prior to the activity.
 - b. Chair/manager/designate reviews the Off-Campus Activity Approval Form to ensure the activity is relevant and that appropriate safety and accessibility accommodation considerations are in place. A decision is made to approve or decline the proposed activity typically within five (5) business days of receipt of the Form.
 - c. The chair/manager/designate notifies the organizer of the decision.
2. The organizer ensures the off-campus activity is accessible for all students, is communicated to students, and accommodations are available (as applicable).
3. The organizer uses the appropriate student waivers (see Waiver Guidelines Document). The organizer provides the waivers to students, collects and retains signed copies prior to departure. Waivers are available in the Waiver Guidelines Document.
4. The organizer retains signed copies of the waiver(s) until the completion of the academic year or as required if an incident is reported.
5. The organizer arranges the activity. As required, the organizer considers and provides the necessary safety information and/or group transportation/details to students inclusive of directions/information for individual travel.
6. The activity occurs.
7. The organizer completes all expense-related documentation and submits to the chair/manager/designate.

International or Out-of-Province Off-Campus Activity – Additional Steps

8. Organizer completes step one, items a and b.
9. Chair/manager/designate submits the Off Campus Activity Approval Form to the Executive Dean/Dean/designate. If there is initial approval, the Executive Dean/Dean/designate sends the Off Campus Activity Approval Form to the Chief Administrative Officer and General Counsel for consultation and corroborating approval or decline with rationale.
10. The Chief Administrative Officer and General Counsel notifies the Executive Dean/Dean/designate of the outcome typically within five (5) business days.
11. The Executive Dean/Dean/designate notifies the chair/manager/designate, who notifies the organizer. If approval is granted, continue with steps two (2) through seven (7).

Incident Reporting for an Off-Campus Activity

1. The organizer completes an Incident Report Form and follows the incident reporting requirements.
2. The chair/manager/designate forwards the Incident Report Form to the Executive Dean/Dean/designate as soon as possible.
3. The Executive Dean/Dean/designate forwards notification of the incident to the Chief Administrative Officer and General Counsel within 24 hours.
4. The Chief Administrative Officer and General Counsel notifies the Vice President Academic Administration and Director of Corporate Communications as soon as reasonable or as required.

References:

Off Campus Activity Policy

[Off Campus Activity Approval Form](#)

[Incident Report Form](#)

[Student Code of Conduct Policy](#)

[Student Code of Conduct Procedure](#)

[Student Code of Conduct Incident Reporting Form](#)

Waiver Guidelines

REVISION LOG

11/23/2016	Policy & Procedure Committee – Approved
12/7/2016	Academic Forum – Approved
12/14/2016	Academic Coordinating Committee - Approved