



## **OFF-CAMPUS ACTIVITIES POLICY**

Approved by: Academic Coordinating Committee

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

Reference Code: STU8 V1

Effective Date: 5/1/2017

### **POLICY STATEMENT**

Conestoga is committed to offering appropriate off campus activities. To this end, Conestoga encourages off-campus activities to provide relevant learning/experiences.

### **SCOPE**

This policy applies to all off-campus activities for students provided by Conestoga, excluding co-op and unpaid education placements (UEP).

### **DEFINITIONS**

Off-campus activity: An approved activity for an individual or group that occurs off-campus, with or without direct Conestoga supervision.

### **POLICY ELABORATION**

1. The chair/manager/designate may approve off-campus activities when:
  - a. The off-campus activity provides a valuable experience.
  - b. Upon consideration, doing so does not cause undue risk for student, employees and Conestoga.
  - c. Requirements and activities for students must be accessible, reasonable and known.
2. The chair/manager/designate must sign the Off-Campus Activity Approval Form prior to the approved off-campus occurrence.
3. When assessing out-of-province or international off-campus activities, it is required that the chair/manager/designate consult with the Office of the Chief Administrative Officer & General Counsel.

### **REFERENCES**

[Off-Campus Activity Approval Form](#)

Off-Campus Activities Guidelines

[Student Code of Conduct Policy](#)  
[Student Code of Conduct Procedure](#)

**REVISION LOG**

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