

OFF-CAMPUS ACTIVITIES POLICY

Authorizer: Vice President, Academic/Student Affairs & Human Resources

Version: V2

Effective Date: 5/1/2007

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 Work Integrated Learning (WIL and co-op).

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 Dean/Executive Dean.

REFERENCES:

[Off-Campus Activity Approval Form](#)

Student Rights and Responsibilities Policy

Student Rights and Responsibilities Procedure

REVISION LOG:

November 23, 2016

Policy & Procedure Committee

December 7, 2016

Academic Forum

December 14, 2016

Academic Coordinating Committee

January 29, 2020

Academic Forum

February 7, 2020

Academic Coordinating Committee