

OFF-CAMPUS ACTIVITIES PROCEDURE

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

Version: V2

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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. Off campus activity approval:
 - 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. The Executive Dean/Dean may consult with Academic Administration and Corporate Services for additional information. If there is initial approval from the Executive Dean/Dean, the off-campus activity proceeds.

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 Associate Vice President Student Affairs within 24 hours.
4. The Associate Vice President Student Affairs notifies the Vice President Academic Administration and Director of Corporate Communications as soon as reasonable or as required.

REFERENCES:

Incident Report Form
Off Campus Activity Policy
Off Campus Activity Approval Form and Waiver Guidelines
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 Coordination Committee