



San Diego Community College District

REQUEST/AUTHORIZATION TO CONDUCT OFF-CAMPUS STUDENT ACTIVITY

Campus: City Mesa Miramar Continuing Education (Specify Campus) _____

Course/Organization _____ Instructor/Advisor _____

Title and Number or Name

CRN _____

Type of Activity (see BP 3120, Off-campus Student Activities)

- Field Trip, Excursion, Class Convened Off Campus
- Optional Visit
- Associated Student Body Activity
- Cocurricular Activity - part of previously Board-approved season schedule
- Cocurricular Activity - **not** a part of previously Board-approved season schedule

Is the Activity

- Outside California yes no
- Overnight yes no
- Advance of funds will be requested as a part of this activity yes no

(If the answer to any statement above is yes, and the activity has not been previously Board-approved, the dean will prepare a Board Agenda item requesting advance Board approval.)

Time and date of activity _____

Location where activity is to be conducted _____

Brief description of the activity/purpose _____

Transportation: will be the responsibility of each individual
 will be provided by the district

(See restrictions for transportation of students in Policy 3125)

I have read the SDCCD Policy 3120, Off-Campus Student Activities, and certify that to the best of my belief the activity for which authorization is requested is in consonance therewith.

Signature of Requester _____ Date of Request _____

Approval: Approved Not approved for the reasons shown below

Remarks _____

Signature of Dean _____ Date _____