

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Student Services**

**POLICY/PROCEDURE: Student Participation in Off-Campus Activities**

**DATE: August 24, 1996**

**NUMBER: 5.51**

**REVISION(s):**

**Purpose**

The faculty and staff of Ouachita Technical College (OTC) encourage student participation in off-campus educational and professional growth experiences. Students should be aware that with the privilege of representing the College at off-campus activities, certain responsibilities must be assumed.

**Policy**

The only officially sanctioned off-campus activities are those so designated by the President of OTC. Students approved for travel to officially sanctioned off-campus activities will be released from scheduled classes for the duration of their attendance at said activities. Students are expected to ask their instructors for any class assignments that will be made during their absence. Instructors will establish due dates for class assignments made during the student's absence.

All students participating in College-sanctioned off-campus group activities **must** travel in vehicles owned by OTC and operated by an official of the College. From the time of departure from campus to the time of arrival back to campus at the conclusion of the activity, students will not operate or be a passenger in a privately owned vehicle except in cases of dire emergency or unless otherwise approved by an official of the College.

Students at officially sanctioned activities are subject to the same rules and regulations as students on-campus (See **COPP 5.50**). Moreover, prior to the beginning, during leisure periods, and at the conclusion of said activities, the student is not considered to be a representative of the College.

Any student under the influence of alcohol and/or non-prescription narcotics at the time of scheduled departure from the campus will not be allowed to attend the function. Furthermore, the use of alcohol and/or non-prescription narcotics will not be tolerated for the duration of the trip. Any student who fails to comply with this policy will lose his/her privilege to participate in any other off-campus activities. Failure to comply could result in disciplinary probation, suspension, and/or legal action.

AUTHENTICATION (Signature):

COPP

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President

11/26/96  
(Date)

**5.51**