

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 3285

**TITLE:** STUDENTS REPRESENTING THE COLLEGE AT OFF-CAMPUS ACTIVITIES

**BASED ON POLICY:** 3.28 STUDENT ACTIVITIES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES/  
STUDENT SERVICES

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I. Purpose:

To establish guidelines for students who represent the College at off-campus activities

II. Procedure:

South Florida State College (SFSC) students may participate in off-campus College activities. When doing so, they are acting in the capacity of being institutional representatives. Students who participate in any off-campus activities, such as athletics, drama, music, student clubs and organizations, career days, field trips, and recruiting activities are required to be off-campus due to commitments to represent the College, are governed by this procedure.

When students request to be off-campus as official representatives of the College, they may be excused from class and permitted to make up all work missed when the following criteria are satisfied:

- A. The student initiates, at least three class days prior to the absence, an absence notification request with an explanation to the instructor signed by the SFSC administrator, faculty, or staff member responsible for the official off-campus activity. The student must also initiate a request to make up work missed during their absence.
- B. Requests that occur during final exam week present special problems and must have approval of the vice president for academic affairs and student services, as well as the approval of instructors whose examinations the student will need to make up.

It is incumbent upon persons scheduling student involvement to plan so that repeated absences by the same students do not occur within courses and terms. This can be achieved by staggering days and times when scheduling events, etc. Student organization advisors of student activities must obtain the Cff-Campus Student Release form available through the Office of the Controller. Students

who attend off-campus activities must complete the forms prior to attending any off-campus event.

**HISTORY: Last Reviewed: 4/27/20**

**Adopted:** 8/27/84

**Reviewed:** 4/12/12, 5/15/15, 4/27/20

**Revised:** 1/21/02, 6/1/05, 7/19/05, 10/6/09