



SAN DIEGO CONTINUING EDUCATION

INSTRUCTIONAL AND STUDENT SERVICES

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TO: Continuing Education Faculty

FROM: Brian E. Ellison, Ed.D.
Vice President of Instruction and Student Services

RE: Campus Events and Celebrations

DATE: January 13, 2010

Below are guidelines for all Continuing Education campus events and celebrations. Please refer to these guidelines when scheduling all events and celebrations.

1. If the entire class is to participate in a campus event or celebration, a field trip form will be needed with appropriate signatures. The event should relate to and augment the content of the course as defined in the course outline and occur in a common area.
2. If the entire class does not participate, those that do will need to sign out on the CAV upon leaving the class. A field trip form is not needed and the event may or may not relate to the content of the course.
3. In general, all campus events and celebrations should be educational in nature either augmenting course content or supporting institutional initiatives (e.g. cultural diversity) and scheduled so that students are not absent from class.
4. Where possible, all campus events and celebrations should occur in common areas and not in the classroom setting.