

# Student Destination Form (SDF)

## ES\_SS\_DO\_54

Responsible Officer  
Marc Cutrell  
Responsible Office  
Student Services  
Approving Body  
Board of Trustees  
Approval Date  
2018-05  
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Departmental Impact  
Student Services

### Policy Statement

Students who desire to stay off-campus overnight are required to complete the Student Destination Form outside of their RA's door.

### Policy Procedures

1. An SDF is required for all occasions when a student needs to be away from campus after in-dorm, to leave campus overnight, and/or to leave campus for multiple days. The SDF must be completed every time a student needs to inform the RA of their location. SDFs are also required for the following occasions:
  1. Away sports events
  2. Fall Break
  3. Thanksgiving Break
  4. Christmas Vacation
  5. Spring Break
  6. Easter Weekend
2. Granting of these privileges is subject to the student's acceptable academic standing.
3. Students are required to provide destination location, date & time out, expected return date & time, and actual return date & time on every SDF.
4. Any student unable to return by the date and time must contact their RA and return as soon as possible.
5. Students are still expected to observe and respect in-dorm hours. Students that experience an emergency or situation that requires them to return after in-dorm must call their RA immediately.
6. SDFs are not to be used as a last minute food or supply run into town.
7. Semester SDFs are not available.
8. Students are to complete the SDF in person and not have another student do it for them.