OVERNIGHT VISITS AWAY FROM CAMPUS:
POLICIES AND PROCEDURES – PAGE 1

PreCollege students may leave the Wesleyan campus unaccompanied for overnight visits only on Friday and/or Saturday ("Weekend") nights (as well as Sunday night, July 3). They must have prior permission from their parent/guardian, and the Office of Residential Life (see #1). Previously-authorized adults may sign out a PreCollege student at any time for an accompanied overnight visit (see #2).

1. Unaccompanied Weekends Away with Prior Approval

If parents/guardians wish to allow their child to leave campus for overnight visits, they must fill out the following forms:

   a. Weekend Away Form allowing their child to travel to specified locations, on specific weekends, as designated by the parent/guardian.

   b. Authorized Adult/Weekend Away Confirmation: confirming approval for weekends away, and providing a list of adults who are authorized to sign out the child for overnight visits.

The parent/guardian must submit a Weekend Away Form to the Office of Residential Life by 9am on the Thursday prior to the Friday and/or Saturday night (or Sunday night July 3) that the student will be away from campus.

Students who expect to leave the campus for an overnight visit with prior approval must check to make certain that their name appears on the list of students approved for weekend overnights away from campus. This list is distributed to resident assistants each Thursday evening and is available for students to consult at the 11pm curfew. If a student’s name does not appear and the student believes this is an error, he or she must speak with the Director of the Office of Residential Life on Friday morning.

2. Accompanied Weeknights or Weekends Away Without Prior Approval

In the absence of prior arrangements, students may be signed out in-person by a parent, guardian, or another previously-authorized adult at any time during the program. (IMPORTANT: Any and all overnight visits must be planned so that the student does not miss any class time!) These sign-outs do not need any advance notice. However, only those individuals designated as “Adults Authorized to Sign-Out My Child” on the Parent/Guardian Permission Form will be allowed to sign-out the student. The authorized adult must present a Photo ID to Wesleyan Public Safety at the time of sign-out; students will not be released into the custody of anyone who cannot prove his or her identity. Parents, guardians, or other authorized adults may sign the student out at the Public Safety Office at 208 High Street.

* Emergencies that may affect class attendance should be discussed with the Associate Director for Student Services at 860.685.3345.
Important Notes/Reminders:

- Permission will not be granted if forms are incomplete or are not signed by the parent/guardian.

- Students are permitted to leave campus for weekends away only after the conclusion of their Friday class, and must return to campus from weekends way, and be in their rooms, by the 11pm curfew on Sunday. If students are permitted to be away Sunday July 3, they must return by the 10pm curfew on Monday, July 4.

- The Office of Residential Life will not accept telephone messages as a means of granting permission.

- Forms may not be hand-delivered. Parent/Guardian Permission forms and Individual Weekend Away Forms must be signed and sent directly via mail or fax by the parent/guardian.

- Weekend Away Permission forms may not be used to adjust curfew hours. Students who are approved to leave campus for an overnight visit must remain away from campus and may not return during curfew hours.

- Parents/guardians, or any previously-authorized adults, assume all responsibility for the signed-out student’s safety and whereabouts.

- Students found to be away from the residence hall overnight without permission from the parent/guardian and the Office of Residential Life will be subject to immediate dismissal from the program.