

Category: Instruction

Policy Title: Field Trip

Policy Statement: The college – its employees and its students – are encouraged to make use of the extensive cultural and educational resources available to them. Field trips, when carefully planned and correlated to instruction, provide a valuable enhancement to college programs.

Procedures: College personnel desiring to take college-sanctioned field trips involving students are to adhere to the following procedures:

Submit a “Trip Request” form to the relevant division chair, then to the Dean of Academics or Dean of Technical Education & Workforce Development, and on to the Vice President for Instructional Services, prior to the proposed trip. If transportation is needed, contact the Director of Transportation to make arrangements. Upon approval of the request, instruct students as to where to convene on the designated day in lieu of meeting on campus. Students are responsible for making arrangements with instructors of any classes they may miss, and depending on college transportation, may be responsible for their own transportation.

A student’s grade should not be affected, nor should any penalty be applied, for inability to participate in a field trip. Field trips are voluntary for students unless deemed necessary for inherent student learning relating to course content. The trip coordinators may establish reasonable and appropriate eligibility requirements for participation in voluntary field trips.

Required field trips will be noted in the course syllabus. Post the course information on the classroom door and in the learning management system so that anyone looking for the class will know where it is. It is recommended to post the information even if the class will be meeting on campus in the library, with another class, etc.

Reviewed
7/13/2013

Reviewed
7/1/2016

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6/28/2023