

PROCEDURE

Number: 41-07
Title: Field Trips
Responsibility: Academic Affairs
Original Approval Date: 2/3/2004
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

To establish a procedure governing Field Trips.

PROCEDURE

Field trips should be carefully planned in advance so that students receive full benefit of the trip.

Coordinate all field trips with the Academic Affairs Office and the Student Services Office. All in-state field trips must be approved by the department chair at least 10 days in advance. Field trip plans must include a Request Form and Field Roster stating the purpose of the trip and the itinerary. All out-of-state field trips must be approved by the Vice President for Academic Affairs 30 days prior to the trip. All in-state field trips must have a copy of the approved field trip paperwork, signed by the department chair, on file in the Office of Academic Affairs at least three business days prior to the trip

Students planning to make the trip must sign both the Field Trip Release of Liability Agreement for Adult and Minor Participants and the Authorization to Secure Medical

Treatment and Medical Coverage Form for Adult and Minor Participants prior to the trip. All other instructors affected must be notified at least three days prior to the trip of the students who will be absent. The Field Trip Release of Liability Form and Authorization to Secure Medical Treatment and Medical Coverage Form may be obtained from the Student Services Office. Field trip coordinators should carry participants' completed Authorization to Secure Medical Treatment and Medical Coverage forms and blank copies of the Field Trip Report Form for Accident, Injury, or Illness on the field trip.

When visiting industrial plant sites, file a copy of the form with the Industrial Service Representative.

The College does not provide transportation for the students other than those who ride with the faculty member in the college vehicle.