



DIVISION III. Student Services	POLICY NUMBER 3.12.00
CATEGORY 3.12.00 Student Tours and Field Trips	DATE Adopted: 1988 Revised: 02/2013, 05/2018

3.12.00 STUDENT TOURS AND FIELD TRIPS

Prior approval for academic and student development field trips must be obtained from the appropriate Vice President after receiving approval from the appropriate Department Chair or Director. The Travel Request Form is a triplicate form available in the Business and Auxiliary Services Office. The Budget Request form to use student activity fees (budgeted money for chartered clubs) is available in the student portal.

The instructor/club sponsor will seek approval from the Department Chair, Director and Dean to be absent. Following the approval process, the club sponsor will submit to the Director of Student Activities a Travel Request Form including dates and location, budgetary requirements and documentation for the meals, registration, travel costs, hotel if needed etc.

- The field trip waiver and release for each person attending must be submitted prior to the trip. These names will be shared with faculty, if needed for an excused absence. The Travel Release and Waiver form must be completed by every individual attending the field trip. This is to protect the college.
- If a college employee elects to use their personal vehicle, proof of insurance is required as it will be considered primary in case of any claim. It is recommended at all times to use a college vehicle.

Instructors who may have scheduled conflicting curriculum related tours or field trips for the same day should discuss the issue with each other so as to not inadvertently penalize the student.

- The Athletic Director will provide the Vice President with a list of students on each athletic team as well as the sport schedule for the academic semester or year as may be appropriate.
- Students should be encouraged to discuss with their individual instructors the student’s involvement with specific co-curricular activities and class attendance and/or class assignments.