

### 3357:13-14-52 Student Field Trips

- (A) The College recognizes that field trips are a necessary and valuable learning experience.
- (B) Three types of field trips may be offered in courses:
- (1) Consistently offered, required field trips that are included in the master course syllabus as part of a specified learning outcome and assessment. The time and destination of the field trip are included in the College schedule, and any related fees are charged to the student as lab fees. Alternative activities for the field trip are also made available to students whose work or personal schedule prevents their participation in the group trip. Instructors teaching these courses are expected to accompany their students on the field trip.
  - (2) Occasionally offered, voluntary field trips that supplement a course's learning activities. Any fees necessary for admission are paid by the students at the time of the trip. If participation in the field trip or its assessment becomes part of the student's grade, alternative activities are made available to students who choose not to participate. These field trips should be tentatively scheduled at the beginning of the term and approved by the Assistant Dean.
  - (3) Non-academic voluntary field trips offered as a co-curricular or extra-curricular activity. Any fees necessary for admission or travel are paid by the students at the time of the trip or by the organization or unit sponsoring the activity. These field trips should be tentatively scheduled at the beginning of the term and approved by the Assistant Dean or Director of the sponsoring unit.
- (C) For field trips scheduled at times other than the usual class meeting time, students are responsible for obtaining permission to participate from any affected instructors before the trip. Those instructors have the prerogative of allowing or denying excused absences in their classes for participating students. (see form)
- (D) Students with disabilities must always be permitted to participate in field trips, and trips should be arranged in ways that reasonably accommodate them. Full consideration should be given by investigating the accessibility of the destination as well as transportation resources. Physical requirements should be clearly delineated, and students should be afforded the opportunity to complete an alternative activity if participation with reasonable accommodations is not feasible. Faculty members are encouraged to consult with students regarding accessibility concerns and may contact the Specialized Support Services Office for assistance as well.
- (E) For required field trips that need a vehicle to transport students, course coordinators or organization sponsors may arrange the rental of a vehicle or van through their division office. College cars may also be used for required or voluntary field trips. Field trip instructors/sponsors may drive their own vehicles with the approval of the division dean, assistant dean, or director. In that case, the instructor/sponsor's own automobile insurance

serves as the primary policy for third-party liability and any physical damage to the instructor/sponsor's vehicle. The instructor/sponsor driver is responsible for any deductible amounts under the instructor's/sponsor's own policy. If instructors/sponsors must drive their own cars to the field trip site, they will be reimbursed for mileage.

F) For both types of field trips, a Field Trip Request Form ([Form14-52a](#)), Field Trip Waiver of Liability / Hold Harmless Agreement ([Form14-52b](#)) and a Student Participating in a Field Trip Form ([Form 14-52c](#)) must be additionally submitted as appropriate.

Effective: February 25, 2020

Expires: February 1, 2025

Review Dates: 9/1/79, 7/1/88, 7/1/08, 7/1/13, 2/25/20