

3357:13-14-521 Student Field Trip Procedures

(A) These steps will be taken to arrange consistently offered, required field trips:

- (1) To include a field trip as a required learning experience in a class, the course coordinator includes the field trip as an assessment and assignment in the master course syllabus, completes a Course Change form, and obtains approval of the Curriculum Committee and administrators.
- (2) If fees are to be charged for the field trip (admission, transportation, etc.), the course coordinator completes an Official Lab Fee spreadsheet and submits it to Academic Services for routing for approval and incorporation in the fee schedule.
- (3) Before the start of registration, the course coordinator notifies the assistant dean of the date/time and destination of the field trip so that a note may be added to the section schedule for the course as notification to students of the requirement.
- (4) The course coordinator or instructor directs students in the affected class(es) complete a Field Trip Waiver of Liability/Hold Harmless Agreement ([Form 14-52b](#)) and requests that they use the Student Participating in a Field Trip Form ([Form 14-52c](#)) to discuss the field trip with instructors if it is scheduled at the same time as any of their other classes.
- (5) The course coordinator or instructor provides alternative learning experiences/assessments for students who cannot participate in the trip due to schedule conflicts.
- (6) The course coordinator or instructor completes the Field Trip Request Form ([Form 14-52a](#)) and submits it to the assistant dean along with the Field Trip Waiver for each student participating in the field trip.
- (7) The assistant dean approves or rejects the request. If approved, the Request form is filed in the division office (with three-year retention), and Waivers are sent to Student Records for filing in the students' files. If rejected, the assistant dean notifies the course coordinator/instructor of required changes to the request.
- (8) The course coordinator or instructor provides a list of the participating students and their emergency contact numbers to the assistant dean before the trip begins.
- (9) The assistant dean provides an emergency contact number to the instructor accompanying the trip and provides the student roster to that person.

(B) These steps will be taken to arrange occasionally offered, voluntary field trips:

- (1) The instructor wanting to include the voluntary field trip as a supplementary learning experience in a class submits a Field Trip Request Form ([Form 14-52a](#)) to the assistant dean as early as possible in the term.

- (2) The assistant dean approves or rejects the request and notifies the instructor. The Field Trip Request is filed in the division office (with three-year retention).
 - (3) If the field trip is approved, the instructor informs the student of the trip option, the date, destination, purpose, and any costs to be assumed by the student.
 - (4) The instructor then directs students who choose to participate in the field trip to complete a Field Trip Waiver of Liability/Hold Harmless Agreement ([Form 14-52b](#)) and requests that they use the Student Participating in a Field Trip Form ([Form 14-52c](#)) to discuss the field trip with instructors if it is scheduled at the same time as any of their other classes.
 - (5) The instructor provides a list of the participating students and their emergency contact numbers to the assistant dean before the trip begins.
 - (6) The assistant dean provides an emergency contact number to the instructor accompanying the trip and provides the student roster to that person.
 - (7) The instructor collects the Field Trip Waivers and sends them to the division office for forwarding to Student Records where they are placed in the student files.
 - (8) If the field trip or its assessment is included in the student's grade, the instructor specifies alternative learning experiences/assessments for students who do not choose to participate in the trip.
- (C) These steps will be taken to arrange non-academic voluntary field trips:
- (1) The faculty or staff member wanting to sponsor the voluntary field trip as a co-curricular or extra-curricular activity submits a Field Trip Request Form ([Form 14-52a](#)) to the assistant dean, dean, or director of the unit as early as possible in advance of the event.
 - (2) The assistant dean, dean, or director approves or rejects the request and notifies the field trip sponsor. The Field Trip Request is filed in the division office (with three-year retention).
 - (3) If the field trip is approved, the field trip sponsor informs students of the trip option, the date, destination, purpose, and any costs to be assumed by the students.
 - (4) The field trip sponsor then directs students who choose to participate in the field trip to complete a Field Trip Waiver of Liability/Hold Harmless Agreement ([Form 14-52b](#)) and requests that they use the Student Participating in a Field Trip Form ([Form 14-52c](#)) to discuss the field trip with instructors if it is scheduled at the same time as any of their other classes.

- (5) The field trip sponsor provides a list of the participating students and their emergency contact numbers to the assistant dean, dean, or director before the trip begins.
- (6) The assistant dean, dean, or director provides an emergency contact number to the sponsor accompanying the trip and provides the student roster to that person.
- (7) The sponsor collects the Field Trip Waivers and sends them to the division office for forwarding to Student Records where they are placed in the student files.

Effective: February 25, 2020

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Review Dates: 2/25/20