

3357:13-14-52 Student Field Trips

- (A) The College recognizes that field trips are necessary in certain courses.
- (B) All field trips should be tentatively scheduled at the beginning of each quarter and approved by the Division Dean. Field trips cannot be made mandatory for students. However, the students may be held responsible for the learning experience or an equivalent activity.
- (C) In all cases, the individual faculty member is responsible for determining the effect on other scheduled classes. It is a gesture of professional courtesy to secure approval from all the affected instructors before the trip. At the very least, all affected instructors should be informed of the event by the faculty member arranging it. Those instructors have the prerogative of allowing or denying excused absences in their classes for participating students.
- (D) If the faculty member must drive his/her own car, he/she will be reimbursed for mileage.
- (E) A Student Field Trip Request Form ([Form#14-52a](#)), Field Trip Waiver of Liability / Hold Harmless Agreement ([Form #14-52b](#)) and a Student Participating in a Field Trip Form ([Form #14-52c](#)) must be additionally submitted as appropriate.

Effective: July 1, 2013

Expires: July 1, 2018

Review Dates: 7/1/88, 7/1/08, 7/1/13

Revised: 9/79, 8/87, 7/88

CAO (Academics)