

Chapter Name:	<b>Instructional Organization</b>
Policy Title:	<b>Field Trips</b>
Date Approved:	<u>10/94</u>
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**Policy 3-20**

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### **3-20 Field Trips**

Field trips that require students to miss other classes should be kept to a minimum. Two weeks in advance of a trip, the sponsor of a field trip activity must request approval in writing from the Vice President, Learning and should furnish the Department Chair with a list of names of the participating students. Participating students must furnish a completed and signed "Field Trip Consent, Waiver, and Release Form." Students are responsible for informing their other instructors if they will miss a class or assignment due to the field trip. Students are expected to make advance arrangements to make up for any missed assignments or work. Students who comply with these requirements are to be counted present for the purpose of attendance reporting. It is expected that faculty members will not penalize students who miss classes because of approved field trips so long as the students comply with this policy.

Faculty are required to post a notice on their classroom door with the information regarding relocation of the class with the date and times.