

## College of The Albemarle Procedure

Procedure Number: 4.2.5.1

Pages: 1 of 3

---

**Title: Field Trip**

**Related Policy: 4.2.5**

**Division of Responsibility: Learning**

---

### I. PLANNING

Field trips are to be planned in advance, with pre-instruction, post-discussion and evaluation being of prime importance in the planning.

- A. The site, industry or business visited should be engaged in practices which demonstrate something related to the subject matter being covered in the course. Conferences attended should be relevant to student development and leadership and/or align with the mission of the College.
- B. All arrangements are to be made by the field trip organizer in advance of the trip. This includes submission of hold harmless/liability release forms within 7 days of the trip.
- C. Transportation shall be arranged by the field trip organizer. Students shall bear the cost of transportation unless travel is being otherwise arranged by the College in advance. A College vehicle may be used by approved drivers. Guidelines for vehicle usage shall be adhered to in order to minimize the risk to students and to minimize liability exposure.
  1. Personal vehicles. Liability for travel and insurance shall be the responsibility of the student.
  2. College owned vehicles.
  3. Vehicles contracted for use by the College.
  4. Public transportation (bus, train, airplane) if financially feasible. Arrangements for air travel may be made by the trip facilitator through an agent or online only after the event and travel have been approved through the appropriate approval process.

### II. CLASS ATTENDANCE

Field trips should be scheduled to minimize missed instruction in other college classes when possible.

- A. Instructors may exchange class meeting times to make up hours lost if they so desire.
- B. Students are expected to make advance arrangements to make up any missed assignments or work in a class missed due to a field trip. It is expected that instructors will not penalize a student who misses class because of a field trip as long as the student complies with this policy.



## College of The Albemarle Procedure

Procedure Number: 4.2.5.1

Pages: 2 of 3

---

### III. LOGISTICS

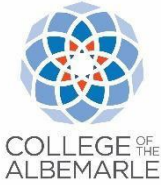
- A. An approved Field Trip Form, Off-Campus Event Attendee List, Consent Form and Waiver of Liability Form all must be submitted by the field trip organizer and approved by the appropriate supervisor(s) at least 7 days prior to the field trip. If a student is a minor, a parent or guardian must sign the Consent and Waiver of Liability Form.
- B. All trip participants are expected to sign a waiver releasing the College from liability for any injury or loss occurring during a trip. It is recommended that participants purchase travel insurance for all international travel and all travel lasting more than three (3) days.
- C. The field trip organizer and student participants must be familiar with and follow at all times the Student Code of Conduct, Civility and Academic Integrity Handbook, including the Sexual Harassment/Non-Discrimination Policy, and other relevant college policies.
- D. For overnight travel, out-of-state travel, or other special action, a Travel Authorization Form must be submitted along with the Field Trip Form.
- E. For any overnight trips, all field trip organizers and students traveling as part of a college-related activity are required to carry a medical insurance card valid for any medical emergencies incurred while on the trip, including hospitalization. The field trip organizer(s) and student participants are to obey all local, state and federal laws. If they do not, appropriate action shall be taken.

### IV. USE OF CURRICULUM AREA TRAVEL FUNDS

Departments are assigned a travel budget for the fiscal year. The director, dean or other supervisor is responsible for coordinating and regulating the use of these funds. All requests for use of the funds should be directed to the supervisor prior to the planned trip. Requests for travel reimbursement from State funds, which do not have prior approval (7 days prior) by the supervisor may not be honored.

### IV. VOLUNTARY EDUCATIONAL TRAVEL/STUDY ABROAD

- A. The College may offer students and employees the opportunity to participate in educational travel experiences that are not a requirement of any course or degree or diploma program. The purpose of these trips is to provide educational experiences for students and employees. Student and employee participation in these trips are voluntary.
- B. All voluntary educational travel must be approved by the president prior to the College soliciting staff or students to participate. The College's Study Abroad program is overseen by the Division of Arts and Sciences.



## College of The Albemarle Procedure

Procedure Number: 4.2.5.1

Pages: 3 of 3

---

- C. The College, either directly or through a third-party travel agency, may charge students and employees participating in the trip the actual cost of all travel expenses, including but not limited to: transportation, lodging, food, travel insurance, taxes, activities and tours, and administrative costs.
1. The College shall have no obligation to refund, in whole or in part, any participant for any amount of money paid directly to the College or a third party for a trip that is canceled or postponed for any reason.
  2. If the College collects and holds money for an authorized trip and that trip is canceled by the College, the College shall reimburse participants any remaining funds held in the trip account.

June 13, 2023

June 13, 2023

N/A

---

**Date Approved by President's Leadership Team**

---

**Date of Last Review**

---

**Date of Last Revision**