

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FIELD TRIPS

Effective December 1, 2005

Procedure No. 5-17 (B)

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- (1) Faculty members are encouraged to plan field trips prior to the start of the quarter and include notification of the trip in the course syllabus. Faculty members must obtain approval from the department chairperson and register their trip with their department chair three (3) weeks prior to the field trip, using the appropriate form. The form is available in each academic department. The faculty member must register in writing each field trip and include the following information:
 - (a) Method of transportation.
 - (b) Departure and return time and date(s).
 - (c) Destination.
 - (d) Number of students.
 - (e) Purpose of trip.
- (2) Because of liability and personal safety concerns, it is necessary for participating student to sign a release form. If private transportation is used, the faculty member should attempt to schedule the class at the field trip site. In those cases where the length of the field trip conflicts with other scheduled classes, the faculty member responsible for the field trip must at least two (2) weeks in advance, request that students be excused from class. The student will take the request to the faculty member teaching the other class(es).
- (3) Faculty and staff members may request reimbursement for approved field trips utilizing departmental local travel funds. Students cannot receive compensation for use of their automobiles or any other expenses incurred through the trip.

Last Effective Date: October 15, 1985