



Chapter Three: Instruction and Instructional Programs

AR 3110

Field Trips and Excursions

1. Faculty or club advisor will submit the class associated activity form to the appropriate Dean at least seven days in advance of the field trip/excursion date.
2. Requests for college transportation will be submitted on the transportation request form in accordance with the travel policy. Procedures for use of college transportation will also follow the travel policy.
3. Classes requiring travel in order to participate in scheduled competitions will have priority for the use of college vehicles.
4. Faculty are encouraged, when feasible, to have students provide their own transportation and meet at the field trip/excursion site.
5. A roster of students participating in the field trip must be on file in the Division Office before departure.
6. All participants on the field trip shall be:
 - a. registered in the class if a class associated activity
 - b. registered students (in any class) if a club-sponsored activity
 - c. authorized personnel (volunteers must complete appropriate paper work from the Human Resources office)
7. All participants will sign a Field Trip Excursion Agreement Form.
8. The instructor of record shall accompany students on a class associated field trip/excursion.
9. The field trip/excursion may be scheduled at any appropriate time. However, if attending a field trip/excursion will cause a student to be absent from another class, that student may not be required to take the trip unless arrangements mutually satisfactory to the student and the other instructor can be made for the missed work to be made up.
10. All participants on the field trip/excursion will comply with College's behavior policy.

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