

ACADEMIC FIELD TRIPS

Policy Number: 223

Categorized: [Academic](#)

Responsible Office: Provosts and VP for Strategy, Research and Workforce Innovation

Subject: Field trips for credit and non-credit classes

Related Policies: International Travel, Student Life Travel

Procedures: [223P](#)

Additional Information:

Effective Date: 05/20/2019

Last Reviewed Date: 07/28/2021

1. Scope

This policy applies to field trips and field courses in the contiguous 48 states for credit and non-credit classes. It does not apply to trips sponsored by Student Life or recognized student organizations.

2. Policy Statement

Field trips related to classroom instruction and field courses are encouraged and should be used to provide more enriching experiences than the normal classroom activity can provide. Field trips may be required or optional. Where such a trip is a required part of a course, the Schedule of Classes will provide an appropriate notation that such a field trip is required, and, if there is a cost to the student, what that cost will be.

Field trips and courses should be planned to avoid conflict with student attendance in other classes. If the trip will cause any student to miss classes in any other course, the student is responsible for obtaining prior approval of the other faculty member(s).

Field trips are College sponsored events and, as such, all relevant College policies and procedures, state, and federal laws apply to trip participants. All participants are individually responsible for their personal conduct while on field trips.

No guests will be allowed to attend field trips or courses. Participants must be registered as credit, non-credit, or audit students.

Individuals participating in field trips do so at their own risk. Participants who violate College policies and procedures while on the field trip may be subject to appropriate disciplinary action.

3. Definitions

Field Trip: an educational excursion involving travel away from the College that is part of a credit-bearing or non-credit course.

Field Courses: a course that depends upon learning experiences at a site or sites different from the College as essential and integral educational components. The course may be noncredit, credit, or a component of a credit/noncredit course.

4. Procedures

[See 223P.](#)

5. Authority

VCCS Policy 4.3.1.1 Fees Paid to a Third Party