

Policy Procedure: Academic Field Trips

Procedure Number: 223P

Contact Information

Forms: [Field Trip/Course Request for Approval Form 125-081](#); [Student Travel Expenditure Request/Report Form 125-084](#); [Assumption of Risk 125-152](#)

Last Reviewed Date: 07/28/2021

1. Approval
 - a. The faculty member completes [Form 125-081, Field Trip/Course Request for Approval](#) for submission to the supervising dean or designated Workforce official.
 - b. If the students are to pay fees to cover expenses, [Form 125-084, Student Travel Expenditure Request/Report](#) is to be completed.
 - c. If the academic dean or designated Workforce official approves the trip, he/she will forward the [Field Trip/Course Request form](#) to the provost or VP for Strategy, Research and Workforce Innovation for approval.
2. Transportation for field trips or courses may take one of four forms:
 - a. Faculty members may tell their students that the group will meet at the site of the activity. Students will then be responsible for arranging their own transportation. Faculty members must not transport students in their personal vehicles, nor be involved in arranging transportation in other private vehicles.
 - b. Common carrier (bus, plane): Proper purchasing procedures must be followed if using a common carrier.
 - c. A state vehicle may be used. Arrangements can be made through the designated Point of Contact for the campus. Students must not drive state vehicles, except in an emergency.
 - d. Rented vehicle. Proper purchasing procedures must be followed if renting a vehicle. Students must not drive rented vehicles, except in an emergency.
 - e. If the services of a travel agent are needed, proper purchasing procedures must be followed.
3. Notice to Student
 - a. In announcing a field trip or course, appropriate notice will be given to all students as to whether they are expected to pay expenses out of their own funds. If there is a cost to the student for a required field trip other than their personal transportation costs, the cost must be indicated in the Schedule of Classes.
4. Provide Accommodations
 - a. Field trips must reasonably accommodate students with disabilities. Faculty members are encouraged to consult with students and Disability Support Services regarding

accommodations. In the event that a reasonable accommodation is not feasible, students must be given the opportunity to complete an alternative activity.

- b. Students who cannot participate in field trips due to financial hardship, work, family, or religious obligations should be given an opportunity to complete an alternative activity.
5. Assumption of Risk Form
- a. Faculty should refer to the instructions on the [Assumption of Risk Form 125-152](#) to determine whether the form is required, and if so, complete the form according to the instructions. If the trip is mandatory for completion of the course, risks must be identified at the beginning of the course. Copies of this form will be filed in the division office or in the Office of Workforce, and retained on record in accordance with the Commonwealth of Virginia records retention schedules. Faculty members are reminded that liability remains, and a trip leader is not released from the responsibility for using good judgment in all actions connected with the travel.

Definitions

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