

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>FIELD TRIPS</b>
<b>EFFECTIVE DATE:</b>	<b>April 6, 2004*</b> <i>(*Title Updates 6/7/12; 9/1/09)</i>
<b>CANCELLATION:</b>	DCI 1502.2 (3/9/81)
<b>CATEGORY:</b>	Academic Affairs (AA)

**POLICY STATEMENT**

Delgado Community College acknowledges that field trips complement classroom instruction and are considered an important part of the educational process, when appropriate. “Field trips” are defined as all events, except athletic competitions, organized and supervised by a staff or faculty member in which Delgado students are taken off campus to participate in instructional or cultural activities that are directly related to their course of study. Students participating in athletic competitions are governed by provisions of the College’s policy on [Athletic Events](#).

All field trips should provide an opportunity for students to relate field trip information with classroom instruction. While the College endorses the field trip concept, it also stresses the importance of students to perform any missed class work due to the field trip in a timely manner. In addition, students are required to assume all liability for themselves when participating in College-sponsored fieldtrips.

The procedures for coordinating and attending field trips are outlined in specific detail in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To publish the procedures for conducting field trips for Delgado Community College students.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all students, staff and faculty members of the College participating in field trips.

**3. General Provisions**

- A. Field trip information must relate to classroom outcomes.
- B. If a student must miss other classes in order to participate in a field trip, it is his/her responsibility to make up all work covered during the absence.
- C. No student will be allowed to participate in a field trip sponsored by the College unless he/she has submitted a signed [Student Field Trip Waiver](#), Form 1502/001 (Attachment A) to the instructor prior to the field trip.
- D. To limit liability for the College, only students, faculty and staff are authorized to participate in College-sponsored field trips.
- E. Approval to conduct field trips must be obtained at least two (2) weeks prior to the scheduled event on a [Request for Field Trip](#), Form 1502/002 (Attachment B).
- F. Overnight field trips require special written approval of the Vice Chancellor for Academic Affairs prior to making arrangements for the trip.

**4. Responsibilities and Procedures**

- A. Each Student participating in a field trip must:
  - Advise instructors, as appropriate, of planned absence from class because of participating in a field trip;
  - Make up all class work covered during excused absence; and
  - Complete a [Student Field Trip Waiver](#), Form 1502/001 (Attachment A) prior to attending the field trip.
- B. A Faculty Member conducting the field trip must:
  - Ensure each student has submitted a signed [Student Field Trip Waiver](#);
  - Complete a [Request for Field Trip](#), Form 1502/002 (Attachment B) and obtain signature approval of the Division Dean and the Vice Chancellor for Academic Affairs at least two (2) weeks prior to the event; and
  - For overnight field trips, obtain approval from the Vice Chancellor for Academic Affairs prior to making arrangements for the trip.

5. **Cancellation**

This policy and procedures memorandum cancels DCI 1502.2, *Field Trips*, dated March 9, 1981.

*Attachments:*

Attachment A- [Student Field Trip Waiver](#), Form 1502/001

Attachment B- [Request for Field Trip](#), Form 1502/002

*Reference:*

Delgado Policy and Procedures Memorandum, [Athletic Events](#)

*Review Process:*

Academic Affairs Council 3/11/04  
Senior Compliance Officer 3/19/04  
Executive Council 4/6/04

*Distribution:*

Electronic Distribution via the College's Intranet