

# Polk State College Procedure

Subject	Reference	Date	Number
Educational Field Trips	Rule 2.03	2/18/2015	1008

The purpose of this procedure is to outline the procedure for planning and implementing off-campus educational experiences.

- I. For the purpose of this procedure, a field trip will meet the following criteria:
  - A. Involve leaving the campus or regular class meeting site.
  - B. Be arranged by and under the supervision of approved college instructional personnel.
  - C. Be for or including students as participants.
  - D. Be educational in intent and directly related to a specific course or courses in which students are enrolled.
- II. Three basic types of field trips exist:
  - A. Those that are required and that occur only during regularly-scheduled class time of the course to which the trip is related.
  - B. Those that are required and that require the student's absence from classes other than the specific class or activity to which the trip is related.
  - C. Those that are optional.

Students shall not have their grades adversely affected if they are unable to make a field trip at a time other than the regularly-scheduled class period unless the field trip was specified in the course listing during registration.

- III. The field trip sponsor (faculty member or group sponsor) who desires to take a class or special group off campus must have the written approval of the appropriate academic supervisor one week prior to the trip. Trips that involve extensive planning, e.g. choir tours, should be requested and approved by the Provost in the preceding term.
- IV. If the request is approved, five working days prior to the trip the field trip sponsor must present to his/her academic supervisor a leave form, a signed copy of the field trip release form from each student participating, a list of students participating, and information on the location, dates, and hours of the trip.
- V. For field trips which require students to miss other classes, the field trip sponsor shall provide e-mail notification of the trip to the participants' professors along with the names of students who will be absent from classes.
- VI. If students so listed do not go on the trip, the field trip sponsor shall e-mail formerly notified professors that the students did not attend.
- VII. Students attending required field trips are held responsible for making up all work missed in other classes while on field trips, but they shall be allowed a reasonable amount of time to make up such work without penalty. Faculty must be notified of required field trips at least one week in advance so that the make-up tests may be scheduled as close as possible to the originally-scheduled test. Students attending optional field trips are subject to the attendance policy of each class they miss.

- VIII. Required field trips must be listed in the course syllabus and must be incorporated into either the grade or the attendance requirements of the course.
- IX. No field trips shall be planned to occur during final examination times.
- X. Field trips planned for non-credit courses will follow this procedure as well.
- XI. Students participating in high school field trips will fill out the Polk State College Charter High School Field Trip/Off Campus Permission Form and Medical Treatment Authorization Form (Attachment 1). The original is submitted to the appropriate high school principal. Copies are given to the field trip sponsor. Students participating in college field trips use the Polk State College Field Trip Agreement Release (Attachment 2). The field trip sponsor submits the originals to his/her academic supervisor and keeps a copy of each one to take on the field trip.

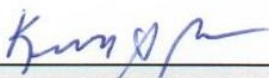
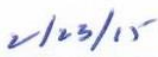


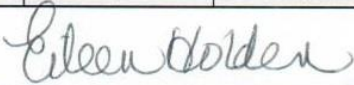

**Attachments (2)**

- 1. Polk State College Charter High School Field Trip/Off Campus Permission and Medical Treatment Authorization Form
- 2. Polk State College Field Trip Release Form

**History:**

Adopted: July 7, 1975

Revised: November 8, 1979; February 2007 and December 10, 2009; December 16, 2011; February 18, 2015

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date