

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL FIELD TRIPS	Policy 5.02.01
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A field trip is defined as any activity occurring off college property. When an instructor decides to conduct a College sponsored field trip for the purpose of enhancing the student's educational experience, the instructor shall complete an Off-Campus Activity Release form for each College sponsored field trip. Each student shall be required to complete and sign a release form indicating they are taking the field trip(s) at their own risk. For all students under 18 years old, the Off-Campus Activity Release for Minor Students form should also be completed and must have a parent/guardian signature.

All forms shall be forwarded to the appropriate dean/director and the Executive Vice President for Instruction and Student Services for approval. The Executive Vice President for Instruction and Student Services shall forward all completed forms to the Vice President for Financial and Administrative Services.

The forms listed above are available electronically or in the offices of the deans and Executive Vice President for Instruction and Student Services.

Adopted: April 2001

Revised: January 27, 2015
March 2022