POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Procedure Title: Field Trips

 Responsible Division: Instructional Services

 Date Approved: April 2001

 When it is determined by an instructor to conduct a college sponsored field trip for the purpose of enhancing the student's educational experience, the following procedure will be followed:

 1. Each student must complete and sign an Activity Release form indicating they are taking the field trip(s) at their own risk. This form is to be forwarded to the dean/director and the vice president for approval along with the Request for Field Trip form, which must be completed by the instructor for each trip. The vice presidents are to forward all completed forms to the Vice President for Administrative Services.

 The forms listed above are available electronically or in the offices of the deans/directors, Vice President for Instruction and Student Services, and the Vice President of Extension Education and Economic Development.

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