BP 4300    FIELD TRIPS AND/OR EXCURSIONS

To provide Allan Hancock College students with knowledge and valuable educational experiences not available in the classroom, the Board of Trustees supports the use of field trips or excursions consistent with the objectives of a course of instruction or college-related educational, cultural, or athletic activities. Field trips/excursions provide an opportunity for students to gain fresh insights, test their theoretical knowledge against practical situations, and extend their horizons. A field trip/excursion is defined as a class or college-related activity at a location other than a scheduled class site.

All field trips and excursions out of state require prior approval by the Superintendent/President and the Board of Trustees. Such approval should be requested by the appropriate Vice President upon recommendation of the department chair and dean in the area. This approval must be secured prior to any commitments to students or outside agencies and prior to any public announcements of the trip or excursion.

Approval for extended travel will be granted based upon a number of factors including, but not limited to, the dates and duration of the proposed trip, its educational value, the number of students affected, and the cost.

Legal References:    Title 5, Section 55450

Adopted:  10/20/87
Revised:  2/16/99
(Replaces Board Policy 6930)
Field trips or excursions must be approved in advance by the appropriate administrator and be supervised by an approved faculty member or other district employee.

A field trip or excursion generally falls into one of the following categories:

1. Required trips are local and are designed as an integral part of the class and listed in the syllabus. Trips scheduled during class time are considered part of normal class attendance. For example, an administration of justice class may visit a local police department; an art class may meet at a gallery exhibit.

2. Required trips or excursions take place outside of class time and are described in the syllabus and catalog description, for example, a field laboratory experience in biology or geology.

3. Optional field trips or excursions are not required. Students who cannot attend the field trip/excursion incur no academic penalty and are provided alternative assignments. These are trips which take place outside of class when the dates and times are agreed to by consent of students enrolled and the instructor.

4. Other field trips or excursions as approved and deemed beneficial to students by providing educational/cultural enrichment.

The following procedures shall apply in arranging for field trips or excursions:

1. Faculty members or district employees will submit the class associated activity form to the academic dean or appropriate administrator at least seven days in advance of the field trip date/excursion. The approval of the administrator is required prior to the trip.

2. The faculty member or district employee requesting the field trip/excursion will complete the district transportation request form (if district transportation is to be provided) in accordance with the travel policy. Procedures for use of college transportation will also follow the travel policy.
3. If the trip does not take place during normal class time and does not use district transportation, it must be considered optional and students must be provided alternative assignments. A request to travel form must be submitted to the appropriate dean indicating the day, date, time, class and location of the trip.

4. In the event that a student cannot attend the field trip or excursion because of lack of sufficient funds, the faculty member or district employee organizing the field trip/excursion will seek alternative funds for the student. Required field trips or excursions will not be authorized if any student is excluded from participation in the field trip or excursion because of lack of sufficient funds.

5. For out-of-district field trips or excursions, a roster of students participating in the field trip must be on file in the dean's office before departure.

6. All participants on the field trip shall be registered students.

7. The instructor of record shall accompany students on a class-associated field trip.

8. District employees should not transport students in their personal vehicles to and from field trips or excursions unless extremely unusual circumstances warrant such action. Examples of unusual circumstances include medical emergencies or a student abandoned or unattended after the field trip or excursion.

9. District employees shall not
   
   a. arrange or coordinate the use of non-district transportation such as private automobiles;

   b. mandate the route of travel, the method of travel, nor the students' ride-sharing arrangements.

10. The instructor must have each participating student complete the Excursion/Field Trip Notice and Medical Authorization for all such activities.

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Approved: 10/20/87
Revised: 2/16/99

(Replaces Administrative Procedure 6930.01)