

# BP 3-13: Field Trips

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BOARD POLICY: BP 3-13

APPROVED: June 26, 2023

EFFECTIVE: June 26, 2023

REVIEWED: April 11, 2023

NEXT REVIEW DATE: June 2026

REFERENCES:

RESPONSIBLE DEPARTMENT: Academic Affairs and Athletics

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## College-Approved Field Trips

DCC recognizes the value that field trips have within the experiential learning process. When a reasonable educational objective can be established, a field trip may be approved by the appropriate administrator. A field trip request must be completed in advance of the field trip and must include costs/plans for transportation and any other resource(s) needed. The planning of each field trip should be done in the most cost-effective manner. The employee requesting the field trip (sponsor) is the one responsible for ensuring all aspects of the field trip follow DCC Board of Trustee policies and procedures. Additionally, this individual is responsible for ensuring the safety of all employees and students on the field trip, including notifying the administrator in charge of the department of the formal list of all students on the field trip.

## Non-Sanctioned Off-Campus Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the DCC Board of Trustees and are not considered a part of the curriculum. Total responsibility for privately planned off-campus trips or tours rest with the individual(s) and sponsoring agency. DCC assumes no legal or financial responsibility for non-sanctioned field trips. Every attempt should be made to schedule non-sanctioned off-campus trips during weekends and/or vacation periods. If travel arrangements necessitate that some instructional days are missed, the normal procedures for staff and students must be followed.

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SCOPE                      This policy applies to Dawson Community College.

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PROCEDURES              The College President shall promulgate such procedures as may be needed to implement this policy.

History:                    6/26/2023