



COLLEGE of CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

Title: Field Trips — Classroom-Related, Off-Campus	
Page 1 of 2	Implementing Procedure For Policy # 4.10
Date Approved: 06/01/01 Date Revised: 08/18/05	Division: Administration and Finance/Instructional Affairs

The following guidelines apply to all classroom-related student field trips:

- Information regarding intended field trips must be included in the first-day handouts and must receive prior approval by the appropriate dean or program facilitator.
- Paperwork for field trip requests must be submitted to the appropriate administrators for approval a minimum of two weeks in advance of the field trip. The paperwork includes CF's *Consent and Release for Off-Campus Activity* and *Classroom-Related, Off-Campus Field Trip Request Forms*.
- Attendance on classroom-related field trips and other authorized off-campus student activities (such as student organization meetings or athletic events) are permitted to count toward class attendance or approved absence on the instructor's class records.
- Students must give advance notice of the intended absence, within guidelines set by the individual instructor, in order to have the opportunity to prepare assignments and make up or avoid missing tests.
- Faculty members are expected to establish non-punitive policies toward student attendance at such College-sponsored events.
- Any change in a regular class meeting (such as a field trip, a change in a classroom, or a change of time) must be approved by the appropriate dean or program facilitator.
- Students cannot be penalized for non-attendance of events outside regularly scheduled class meetings.
- Classroom-related, off-campus student field trips should be arranged by the faculty member accompanying the group.
- No student may participate in a College-sanctioned and financially supported activity/event unless accompanied by a member of faculty, staff or administration (advisor). An exception to this guideline will be made when a student is elected or appointed as an officer of a state or national board. In this case, the student may travel without College supervision to any meetings or workshops scheduled for the board, and the College may reimburse the student for travel expenses.
- Budgeted funds must be available to cover the cost of the trip. The source of the funds must be indicated on the *Classroom-Related, Off-Campus Field Trip Request Form*.
- Students must complete an *Agreement for Off-Campus College Activity* and the *Permission for Emergency Treatment* if they attend an off-campus function. The organization advisor must complete the *Classroom-Related, Off-Campus Field Trip Request Form* and submit names of all students with appropriate travel forms.
- The appropriate dean and the appropriate vice president must approve the method of travel to a College-sponsored activity. The instructor may choose to reserve a College vehicle, rent a vehicle from a commercial agency, and/or allow student(s) to drive personal vehicles. (NOTE: In the event a rental vehicle is engaged to transport students, all available insurance must be purchased.) No gas mileage reimbursement will be provided to students driving personal vehicles. College employees may be hired by the College to drive College vehicles and/or vehicles from commercial agencies. Students are not permitted to drive College-owned or leased vehicles.

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- If College faculty, staff or administration chooses to drive a personal vehicle, it is with the clear understanding that in case of an accident, the owner's insurance is primary. Only College employees, including persons hired by the College to drive vehicles, may drive College-owned or leased vehicles.

CLASSROOM-RELATED, OFF-CAMPUS FIELD TRIP REQUEST FORM

To complete the *Classroom-Related, Off-Campus Field Trip Request Form*, follow the step-by-step instructions below:

GENERAL TRIP INFORMATION

- Date the request
- Provide name of instructor/sponsor (NOTE: A separate Travel Authorization Form is required for each instructor accompanying the group.)
- Identify the group or class traveling (Provide course and section number)
- Provide the date(s) of the trip
- Indicate estimated departure time from campus
- Indicate estimated return time to campus
- Briefly describe instructional purpose of trip
- Indicate if College transportation is requested (If so, indicate type, i.e., car, van or bus)
- Identify the source of funding for the trip (Provide budget number)
- Provide location of completed, filed release forms (Building and room number)
- Indicate total number of students traveling

LIST NAME(S) OF PARTICIPATING STUDENT(S) BELOW

- Provide name(s) of student(s) participating in field trip (If additional space is needed, continue the list on page 2 and attach)

REQUEST APPROVALS

- Print name of instructor accompanying group in space provided and have instructor sign and date the form and forward to appropriate dean for approval
- Print name of appropriate dean in space provided and have dean sign and date form and forward to Associate Vice President for Career & Technical Education for final approval
- The Associate Vice President for Career & Technical Education will indicate final approval by signing and dating the form and forwarding to the Business Office for processing

NOTE: The Business Office will maintain approved copies of form.

Vice President, Administration and Finance	Date
Vice President for Instructional Affairs	Date
Approved by President	Date