

## AP 4300      Field Trips and Excursions

Reference:      ***Title 5, Section 55220***

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Instructional field trips are defined to include class field trips, field courses, and team or performing arts events, as well as sessions at off-campus alternate meeting locations that are associated with scheduled courses.

Other student travel is defined to include co-curricular activities such as clubs or student groups and participation as individuals in conferences, retreats, and meetings.

All out-of-state student travel requires Governing Board approval.

### Instructional Field Trips

- A signed form should be on file for all pre-scheduled games or events.
- Regularly-scheduled field trips require prior notification to the dean.
- Unscheduled or impromptu local off-campus activities (the possibility of which are outlined in the course syllabus) require prior notification to the dean.
- Signed field trip waiver forms are required for each participant.
- A copy of each field trip form must remain in the possession of the trip leader until after the event. Following the event, original field trip waiver forms must be kept on file in the Dean's Office.
- For all regularly-scheduled class field trips, the instructor must provide an alternate assignment for all students unable to attend the off-campus activity. Field courses, team or performing arts events, and courses scheduled at alternative meeting locations are exempt from this requirement.

### Other Student Travel

- All students must complete the "Student Travel Approval Form" no later than four weeks prior to the intended travel, unless they have a waiver from the Vice President Student Services.
- All students must fill out a travel waiver form.
- It is expected that students will be accompanied by either a faculty or staff advisor when traveling unless a waiver has been granted by the Vice President Student Services.
- Faculty or staff accompanying students when traveling are expected to complete the travel process at each college prior to the travel. **Note: If travel with students is out-of-state, then faculty or staff advisors will need to complete this process two months prior to the scheduled travel due to necessary Board approval.**
- During travel, students are expected to comply with the GCCCD *Student Code of Conduct* and to follow all directives given by the advisor(s).