

Chapter 4 – Academic Affairs

AP 4300 Field Trips and Excursions

Reference:

Title 5 Section 55220

A field trip or excursion (hereinafter referred to as “field trip”) is defined as any official class, program, recognized student club/organization (RSCO), or team trip which requires College transportation or requires attendance beyond regularly scheduled class hours.

An off-campus meeting is any official class, program, recognized student club/organization (RSCO), or team meeting where students are instructed to meet at a designated location.

The College may conduct field trips and excursions for students in connection with courses of instruction or College-related education social, educational, cultural, athletic, or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country.

Requests for a field trip or off-campus meeting must be made by submitting a Field Trip Authorization form to their supervising Dean(s) for approval. Requests for travel over 150 miles from campus require approval of the appropriate Vice President. Requests for international travel require Board approval. The appropriate Division office will notify the originator of the request for verification that the field trip has been scheduled and approved.

Upon final approval of a field trip request, the College shall transport students, instructors, supervisors, or other personnel by use of College equipment, contract to provide transportation, or arrange transportation by the use of other equipment. When College equipment is used, the College shall obtain liability insurance and, if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

~~Approval of the appropriateness of each field trip or excursion must be secured from the supervising dean and appropriate vice president and must follow the provisions described below. Requests must be made using the Field Trip Authorization and/or Transportation Request forms.~~

~~A field trip is any trip which requires college transportation or requires attendance beyond regularly scheduled class hours. Supervision of students involved in field trips or excursions must be provided by a College employee specified on the Field Trip Authorization form. Faculty members who have laboratory classes will be expected to schedule field trips during laboratory hours, when possible. Lecture classes are expected to schedule field trips on the~~

day the class meets, when possible. This policy does not eliminate the possibility of field trips on Saturdays or evenings.

~~The appropriate Division office will receive Field Trip Authorization and/or Transportation Request forms and notify the originator of the request for verification that the field trip has been scheduled and approved.~~

Students on College-authorized field trips will not be penalized for absences incurred in other classes during the field trips. When possible, faculty members should make reasonable accommodations to allow students to complete work missed during a field trip. Faculty may request documentation of the field trip from students.

~~Off-campus meetings of a class or a club where students are instructed to meet at a designated location within 150 miles of the College, and which have been approved by the supervising dean or director, do not constitute a field trip or excursion.~~

The College shall engage instructors, supervisors, approved volunteers, and other personnel as may be necessary for such ~~excursions or~~ field trips who desire to contribute their services over and above the normal period for which they are employed by the College. Only College employees and registered students may participate in approved field trips, ~~and excursions.~~ **unless appropriate accommodations are provided.** The College may provide necessary equipment and supplies for the field trip ~~or excursion.~~ All persons making a field trip ~~or excursion~~ shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip ~~or excursion.~~ All adults taking such trips and all parent or guardians of minor students shall sign a statement waiving such claims.

~~The College shall, at the discretion of the supervising dean or director with the approval of the appropriate vice president or the president, transport students, instructors, supervisors or other personnel by use of College equipment, contract to provide transportation, or arrange transportation by the use of other equipment.~~

~~When College equipment is used, the College shall obtain liability insurance and, if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.~~

The College may pay expenses of instructors and other personnel participating in a field trip ~~or excursion~~ from College funds, and the College may pay from College funds all incidental expenses for the use of College equipment during an authorized field trip ~~or excursion.~~ Payment shall be by way of **direct payment or** itemized reimbursement ~~in a form prescribed by the College~~ **by utilizing the College's reimbursement process.** The College may pay for expenses of students participating in a field trip ~~or excursion~~ with unrestricted general funds, auxiliary funds, grant funds, or categorical program funds if the funds are used consistently with the funding source.

~~No student shall be prevented from participating in a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. The District shall coordinate efforts to provide funds for students in need of them. These efforts may be through fund-~~

~~raising activities, solicitation of funds from the community, or request to the Mt. San Antonio College Foundation. A faculty or staff member desiring to raise funds to cover expenses of a field trip or excursion must obtain advance permission from the supervising dean or director and must deposit such funds in a District or Foundation account identified for such purpose. (See Administrative Procedure 6625 on District Fund-raising.)~~

Students who participate in field trips ~~or excursions~~ may be charged for the costs of their meals, lodging, and other incidental expenses. Incidental expenses include, but are not limited to, fees for admission to required events such as museums or concerts. Fees collected from students for field trips ~~or excursions~~ must be deposited in a District **College** or Foundation account identified for such purpose. The College shall not charge a mandatory fee for a field trip ~~or excursion~~ unless it exempts students who do not have sufficient funds to pay the fee. The College may charge a fee for transportation associated with a field trip ~~or excursion~~, providing that students have the option of paying the fee or securing their own transportation. ~~Again, students may not be excluded from a field trip or excursion because of their inability to pay such fees.~~

No student shall be prevented from participating in a field trip which is integral to the completion of a course because of lack of sufficient funds. The College shall coordinate efforts to provide funds for students in need of them. These efforts may be through fundraising activities, solicitation of funds from the community, or request to the Mt. San Antonio College Foundation. A faculty or staff member desiring to raise funds to cover expenses of a field trip must obtain advance permission from the supervising Dean(s) or Director and must deposit such funds in a College or Foundation account identified for such purpose (See Administrative Procedure 6625 on District Fund-raising).

See Administrative Procedure 4350 – Student Travel Guidelines for additional requirements.

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