

CPTC Procedure: Field Trips

Field trips can be an important component of a student's educational experience and the use of such out-of-classroom experiences is encouraged when appropriate. A field trip is defined as a structured learning experience that takes place outside the physical surrounding of the College.

Two types of field trips are part of the College's educational program:

- Curricular: field trip as an integral part of classroom instruction and course content.
- Co-curricular: field trip that is part of an activity initiated by a College-sponsored organization or group but not part of the classroom instruction.

All policies, regulations and procedures pertaining to program budgets or student activity funds apply to field trip expenditures. Curricular field trips are charged to the CPTC program budget. Co-curricular field trips are charged to the appropriate Student Activities account.

The instructor or advisor requesting the field trip is responsible for initiating the Field Trip Request form and securing all required documentation. Each participating student must complete a Release, Waiver of Liability and Covenant Not to Sue form and provide their contact phone number as well as the name of the student's emergency contact person and the emergency contact's phone number.

Field trip activities must have prior approval and be approved by the appropriate departmental CPTC Vice President at least two business days prior to the date of the field trip. CPTC employees traveling on a field trip must complete the annual Campus Security Authority (CSA) staff development training and the Campus Security Authority Notification form prior to departure.

Whenever possible, curricular field trips should be clearly identified in the course syllabus (including location, time, and mode of transportation). The syllabus should also identify the field trip as "required": if student participation is mandatory. The sponsor should discuss in appropriate detail with students the risks associated with the activity, relevant emergency preparedness information, as well as expectations for behavior during the activity (including transit to and from the location(s)).

The instructor or advisor requesting the field trip is responsible for notifying all affected instructors of the students participating in the activity. The procedure for makeup work or tests for the approved absence will be established at the time of notification.

TRANSPORTATION

Absent extraordinary circumstances, field trip transportation offered by the College shall be conducted by fully insured, properly licensed drivers using either licensed livery vehicles or College vehicles that meet all appropriate safety standards. Only employees of the College may drive College vehicles. Absent extraordinary circumstances, no personal vehicles shall be used by College personnel for the transportation of students on field trips. College transportation for field trips must be provided and must depart from and return to the college campus.

Students may use their private vehicles for transportation to and from the field trip location. Students shall be discouraged from transporting other students on field trips and shall be prohibited from doing so if travel is a component of the field trip.

SUPERVISION

The instructor, advisor or designated College employee is responsible to ensure that all arrangements for field trips are current, accurate and timely. The instructor is expected to supervise participants during field trip activities, serve as a point of contact for problems that may arise, and maintain communication with the College.

In the event that student code of conduct issues arise, the instructor or advisor is responsible for immediately notifying the Vice President for Student Affairs or other designated Student Disciplinary Officer.

EMERGENCY INFORMATION

Prior to the departure on the field trip, the field trip instructor or advisor is responsible for forwarding the following information regarding the approved field trip to the Vice President for Student Affairs and the Vice President for Academic Affairs:

- Purpose
- Location
- Duration to include date and time of departure
- Anticipated method of transportation and route
- Student names
- Student ID numbers
- Name and contact information of instructor or advisor
- Student contact number(s)
- Student emergency contact name(s) and phone number(s)

Responsibility

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented.

Adopted: June 2, 2014

Revised: March 18, 2024