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# **Field Trips and Other Student Travel Policy and Procedures**

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## **I. Philosophy and Scope**

Frederick Community College (“FCC” or the “College”) encourages field trips and other student travel associated with academic, continuing education, co-curricular, and extra-curricular activities.

College funds for field trips may be available through the Office of the Associate Vice President (AVP)/Dean of Arts and Sciences or the Continuing Education and Workforce Development (CEWD) Office, as applicable. College funds for other student travel may be available through the Center for Student Engagement, the Academic Affairs Office, or the CEWD Office, as applicable.

If College transportation services are to be used, also refer to the [College Transportation Services Policy and Procedures](#).

## **II. Definitions for the Purpose of this Policy and Procedures**

- A. **“Field trip”** refers to an assigned group event or activity involving the participation of the entire class, chaperoned by a faculty member or staff advisor, that is part of a course requirement as designated in the course syllabus at the beginning of the session.
- B. **“Other student travel”** refers to any event or activity that is offered as part of membership in a recognized student club or organization, functioning under the auspices of the Center for Student Engagement; or, is related to academic activity that is not a field trip; or, is travel related to participation in athletics; or, is part of a CEWD event.
- C. **“College transportation services”** refers to transportation services that are provided and paid for by the College (see the [College Transportation Services Policy and Procedures](#)).

## **III. Procedures for Field Trips**

Field trips are contingent upon the approval of available funding through the AVP/Dean of Arts and Sciences or the appropriate CEWD executive director. Field trips must be included in the syllabus presented to students at the start of the class, and their inclusion should be highlighted on the first day of class. All reasonable accommodations must be made when assigning field trips. An appropriate alternative assignment must be made for all students for whom accommodations cannot be made or for students who have been given a faculty-approved absence.

- A. Faculty should note field trips in the submission of syllabi which are due to program managers and department chairs before the session starts. Department chairs must forward a list of all field trips to the AVP/Dean of Arts and Sciences one week prior to the start of the semester or term.

CEWD adjunct faculty should note field trips in the submission of syllabi or course outlines which are due to CEWD program managers upon assignment of a class. CEWD program managers must forward a list of all field trips to the appropriate CEWD executive director one month prior to the start of a class.

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- B. If College transportation services are requested, individual faculty/adjunct faculty members are responsible for the submission of a [Request for College Transportation Services Form](#) to the AVP/Dean of Arts and Sciences a minimum of 21 calendar days in advance of the departure date.
- C. If College transportation services are not to be used, individual faculty/adjunct faculty members are responsible for ensuring that all students have accessible transportation.
- D. For all field trips, the following forms are required to be submitted by faculty members/staff advisors/adjunct faculty for all participants, and all directions on these forms must be followed:
  - 1. [Excursion Waiver and Release](#)
  - 2. [Excursion Roster](#)
  - 3. If applicable, the [Request for College Transportation Services Form](#)
- E. Faculty members or staff advisors must obtain signed Excursion Waiver and Release forms from all participants prior to departure and submit a copy of all signed Excursion Waiver and Release forms for field trips to the AVP/Dean of Arts and Sciences within two weeks after the field trip. The AVP/Dean of Arts and Sciences will archive the waivers for a period of three years.

CEWD adjunct faculty members must obtain signed Excursion Waiver and Release forms from all participants prior to departure and submit a copy of all signed Excursion Waiver and Release forms for field trips to the appropriate CEWD executive director within two weeks after the field trip. The CEWD executive director will archive the waivers for a period of three years.
- F. Faculty members/staff advisors/adjunct faculty must submit a copy of the completed excursion roster to the College Security Office immediately prior to departure and must take a copy with them on the trip. The College Security Office will archive the rosters for a period of three years.
- G. All field trips are officially convened and dismissed at the field trip site.

### **IV. Procedures for Other Student Travel**

All travel other than field trips are voluntary and must meet the following requirements:

- A. Travel must be planned so as not to create an undue interference with academic responsibilities.
- B. If College transportation services are requested, club advisors are responsible for the submission of a Request for College Transportation Services Form to the Center for Student Engagement a minimum of 21 calendar days in advance of the departure date.
- C. For all student travel that involves a Request for College Transportation Services or funding for travel-related costs, the following forms are required to be submitted by the club advisor or trip leader for all participants, and all directions on these forms must be followed:

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1. [Excursion Waiver and Release](#)
  2. [Excursion Roster](#)
  3. If applicable, the [Request for College Transportation Services Form](#)
- D. If College transportation services are not to be used, participants will assume the responsibility of risk for the travel.
- E. Club advisors/trip leaders must obtain signed Excursion Waiver and Release forms from all participants prior to departure and submit a copy of all signed Excursion Waiver and Release forms for student travel to the Center for Student Engagement within two weeks after the student travel. The Center for Student Engagement will archive the waivers for a period of three years.
- F. Club advisors/trip leaders must submit a copy of the completed excursion roster to the College Security Office immediately prior to departure and must take a copy with them on the trip. The College Security Office will archive the rosters for a period of three years.
- G. Travel for students under the age of 18 requires parent or legal guardian signature on all forms.
- H. Travel associated with non-credit CEWD programs must follow all of the requirements in A through G above, with appropriate forms submitted to and archived by the appropriate CEWD executive director.