

Procedure 3.0301

Field Trip Procedure

Procedures for In-State and Out-of-State Trips

Field trips are permissible when they are designed to enrich the learning experiences of students. A member of the College faculty or staff, designated as the coordinator of the trip, must accompany the group making the trip. The coordinator and dean/director, as well as Administrative Services, are responsible for facilitating the field trip for students.

Coordinator Responsibilities

1. Field trips are to be planned in advance. Allow time for pre-instruction, post-discussion, and evaluation with your class. Orient students in advance concerning the objectives of the trip, hazards, or highlights.
2. Secure permission from the agency in charge of the facilities to be visited.
3. All arrangements are to be made by the coordinator. Inform the students of the field trip at least two (2) weeks prior to the field trip, and plan to review any pertinent material relevant to the trip before the field trip.
4. Estimate the costs of the field trip, develop a budget based on costs, estimate the number of participants, and determine the student charge rounded to the nearest dollar.
5. Secure permission from the dean/director.

Curriculum: An approved [Curriculum Field Trip Request Form](#) must be completed and signed by the vice president of academics and the dean at least five (5) days prior to the field trip.

Continuing Education: An approved [Continuing Education Field Trip Request Form](#) must be completed and signed by the vice president of continuing education and the director at least five (5) days prior to the field trip.

6. Complete arrangements for class and/or office coverage while on the field trip.
7. Arrange with the dean/director for transportation and for authorization for the students to be absent (if necessary) from classes in order to make the trip. A list of participating students shall be left with the dean/director.
8. Transportation will be arranged by the coordinator.

Procedure

Dean/Director Responsibilities

1. Ensure that students are informed of the approximate field trip charges at the time they enroll in the course through the publication of charges in the class schedule.
2. Submit, through the appropriate vice president, a summary report for each trip that includes:
 - a) Course name/number
 - b) Field trip name/account number
 - c) Budget/actual revenues and expenses
 - d) Current surplus/deficit
 - e) Future plans

Procedures for Trips Abroad: [Reference BCCC Study Abroad Manual](#)

- ~~1. A minimum of one year in advance, the coordinator requesting the trip will incur all research/documents prior to next step.~~
- ~~2. The coordinator will present a narrative of the trip including:
 - a) Location
 - b) Educational benefits
 - c) Who is offering the tour (Example: EF College Study Tours)
 - d) Length of trip
 - e) Cost of trip to students
 - f) Departure date
 - g) Any study abroad group coordination efforts

Potential environmental, health, political, economic, or other risk factors

Relevant travel bans posted by the US State Department~~
- ~~3. The coordinator and the dean/director will review the narrative for accuracy and approval.~~

Procedure

4. ~~The dean/director will present the narrative to the appropriate vice president for accuracy and approval.~~
5. ~~The vice president will present the narrative to Senior Staff for accuracy and approval.~~
6. ~~If approved by Senior Staff, the vice president will present the narrative to the Beaufort County Community College Board of Trustees for approval.~~

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Field Trip Policy](#)

History

Senior Staff Review/Approval Dates: 05/09/2016

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*