

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL FIELD TRIPS	Policy 5.02.01
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When an instructor decides to conduct a College sponsored field trip for the purpose of enhancing the student's educational experience, the instructor shall complete an Off-Campus Activity Release form for each College sponsored field trip. Each student shall be required to complete and sign a release form indicating they are taking the field trip(s) at their own risk. All forms shall be forwarded to the appropriate dean/director and the vice president for approval. The vice presidents shall forward all completed forms to the Vice President for Financial and Administrative Services.

The forms listed above are available electronically or in the offices of the Deans and Executive Vice President for Instruction and Student Services.

Adopted: April 2001

Revised: January 27, 2015