

Policy No. 2-41

Subject: Field Trips

Last Revised: 05/15/2023

Historical Status: 02/2017

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Academic Deans	Vice President of Instruction and Student Services	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to provide course-related, academic and extra-curricular experiences for students, such as field trips, where appropriate in order to enhance the educational experience.

II. PERTINENT INFORMATION

- A. As student participation in course-related academic field trips may serve an important role in experiential learning, participation may be required.
- B. Students will be notified of required participation in the course syllabus.
- C. Students will have access to the regular 15% drop procedure if the student is not able to fulfill the course-related, academic field trip requirement.
- D. Extra-curricular field trips may also be available for student participation.
- E. All field trips participants will complete Assumption of Risk forms.

III. DEFINITIONS

- A. Field trip: off-campus activities sponsored by the College.
- B. Sponsor: employee of the College, responsible for supervising a student field trip.

IV. GENERAL GUIDELINES

- A. When course-related, academic field trips are provided in a course, but are not required, students will have the option to participate.
- B. When course-related, academic field trips are necessary for the successful completion of the course, students will be expected to participate.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. VHCC Activities Assumption of Risk Form.

VII. OPERATING REQUIREMENTS

- A. If attendance in course-related, academic field trips are necessary to satisfy the requirements of the course, students will be informed in the first-class session and in the course syllabus.
 - 1. If a student cannot fulfill this requirement, the student may drop the course according to the regular 15% drop procedure.
 - 2. If the student remains in the course, this will be interpreted by the College to mean that the student understands this requirement and has chosen voluntarily to fulfill it.
 - 3. The student is required to complete and submit an Assumption of Risk Form which is available in the division offices and the Office of the Vice President of Financial and Administrative Services.
- B. If attendance in a course-related, academic field trip is required for the successful completion of the course, the College will fund the expenses of the field trip for each student enrolled in the course.
- C. Reasonable accommodations shall be made to allow students with disabilities to participate in course-related, academic field trip activities. If the student is unable to participate in a course-related, academic field trip because of circumstances beyond the control of the College, an alternative means of instruction will be devised by the instructor to provide the student with a comparable educational experience.
- D. When absences from other classes become necessary due to a course-related, academic field trip, it is the responsibility of the student to notify the instructor(s) prior to the absence. In all instances, the student is responsible for the prompt completion of all assignments missed during the absence. The Vice President of Instruction and Student Services will resolve conflicts if they occur.
- E. If the course-related, academic field trip is a necessary part of a course or curriculum, teaching faculty conducting the course-related, academic field trip may be reimbursed their expenses in accordance with established travel regulations.
- F. Extra-curricular field trips may require students to pay for expenses related to participation. In coordination with sponsor, students may apply for assistance through the Collins Exceptional Experiences Fund or similar fund, administered by the VHCC Educational Foundation.