Field Trip Policy

POLICY: Field Trip			
POLICY NUMBER:	700.10.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	8/11/2020		
EFFECTIVE DATE:	8/11/2020	**REVIEW DATE:**	August 2020
REFERENCES: Student Handbook, Vehicle Use Policy			

Part 1. Policy Background and Purpose

Field trips are recognized as a valuable supplement to classroom activities. However, it must also be recognized that, outside of classroom activities can seriously interfere with the academic success of the student in other classes.

Part 2. Definitions

A field trip is defined as any approved faculty activity that takes place outside of WETCC campus.

Part 3. Responsibility

The Associate Dean of Student Services is responsible for approving field trips.

Faculty are responsible for following the procedures outlined in the policy.

Part 4. Policy

Part A. Field Trips

A faculty member or faculty advisor who contemplates taking students on a field trip should review the process to reserve White Earth Tribal and Community College (WETCC) vehicles and complete the Field Trip form available in WETCC Employee Intranet Forms Library.

Anyone serving as an advisor to a student club or organization, must consult the Associate Dean of Student Services. Field trips must be approved at least one week prior to departure.

All other approved policies must be followed such as the Student Code of Conduct and Alcohol and Drug Policy. The following processes should be completed:

1. Complete Field Trip form making sure to include the list of participating students.
2. Return the completed form to the Associate Dean of Student Services or Academic Dean for final approval.
3. Send out a list of approved participants to appropriate instructors after consultation

with the Registrar and Academic Dean.

Part B. Travel

Out of area travel arrangements are made by WETCC staff. Students travelling are responsible for any personal incidentals.

Students will be expected to share rooms whenever possible, if a student brings a non-student on a trip as a guest, that guest is responsible for the entire cost of the trip. Student guests are not allowed to travel in the company vehicles.

Part C. Waiver

Students who participate in a field trip will be required to sign a waiver of liability as WETCC will not assume responsibility for incidents or accidents while on a field trip.