

ADMINISTRATIVE REGULATION 4300

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

FIELD TRIPS, EXCURSIONS, AND FIELD STUDY COURSES

I. DEFINITIONS

- A. Field Trip: A field trip is travel to an off campus location that is required of all students enrolled in connection with a college course of instruction, and is supervised by an academic employee.
- B. Excursion: An excursion is travel to an off campus location, supervised by an academic employee, that is in connection with courses of instruction or instructionally-related social, educational, cultural, or band activities, which include, but are not limited to conferences, art shows, museums, movies, speeches, etc.
- C. Field Study Course: A field study course is one that is required of all students enrolled in a college course and is supervised, as well as taught by an academic employee at an off campus location.
- D. Off Campus Location: Field trips, excursions, and field study courses can take place anywhere in the state, any other state, the District of Columbia, or in an international location.
- E. Not a field trip, excursion, or field study course:
 1. A casual trip planned by a group of students or a faculty member at times when classes are not in session, NOT related to a course of instruction or District sponsored program. The District assumes no liability for travel or transportation related to such activities.
 2. Any class, homework, or extra credit assignment that students are required to complete, whether supervised by an academic employee or not, and may be satisfied a number of ways, one of which is visiting an off campus location and as such, the District assumes no liability for travel or transportation related to such activities.
 3. Classes convening at alternative locations, including but not limited to clinical experience, internship programs, and service learning. The District assumes no liability for travel or transportation related to these programs.
 4. Athletic events conducted under the auspices of California Community College Athletic Association (3C2A) Bylaws including contests, scrimmages, and non-traditional competition. Due to the significant volume and planning timelines (notably 3C2A post conference competition), athletic travel shall use documents and processes specifically designed to match curricular mandates, District requirements, and external governing bodies' requirements.

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II. CONDITIONS

- A. Field trips and excursions are encouraged and permitted when approved by the Office of Instruction of the college or designee.
 - 1. Faculty shall complete a “Field Trip Request Form” and submit to the Office of Instruction or designee for approval at least six weeks in advance of the proposed field trip or excursion date.
 - 2. Allow at least 10 business days to receive approval/denial from the Office of Instruction or designee.
- B. Faculty may schedule a maximum of two field trips or excursions per semester that conflicts in time and date with other classes.
- C. Field trips or excursions shall not be scheduled during the final exam period.
- D. Faculty shall provide students with an alternate assignment in lieu of a scheduled field trip or excursion in cases where students are unable to participate due to extenuating circumstances.
- E. An academic employee is deemed the supervisor and shall accompany the students for the duration of the field trip, excursion, or field study course.
- F. Staff and students shall at all times adhere to the standards of conduct applicable to conduct on campus.
- G. Field trip information, such as dates, times, etc. should be shown in the “Comments” section of the specific class listing in the college schedule of classes.
- H. For International Field Trips, Excursions, and Field Study Courses, all participating students shall be required to secure the following travel insurance benefits in amounts specified by the District from the District appointed travel contractor or insurance agent.
 - a. Accidental Death and Dismemberment
 - b. Medical (per covered accident or illness)
 - c. Mental or Nervous (inpatient and outpatient)
 - d. Emergency Medical Evacuation
 - e. Emergency Medical Reunion
 - f. Trip Delay
 - g. Trip Interruption
 - h. Trip Cancellation
 - i. Security Evacuation
 - j. Repatriation/Return of Mortal Remains
 - k. Baggage Loss

III. TRANSPORTATION AND APPROVED DRIVERS

The following is applicable to all field trips, excursions, and field study courses:

- A. Should a District owned vehicle or rental be needed, the instructor of record shall refer to the requisition process noted in Administrative Regulation 6530 *District Driver and Vehicle Use for District-Sponsored Activities* (AR-6530).
- B. Should chartered transportation (including air travel) be necessary, the dean, instructor of record, or designee shall make arrangements with a transportation services provider and coordinate with the District Services Contract Specialist to ensure proper execution of a transportation services agreement.
- C. Per Administrative Regulation 6530, only approved District drivers can drive District owned or rented vehicles.
- D. Students requiring the use of an accessible transportation and consistent with Section VII below shall submit their ADA accommodations request with details and vehicle specifications to their instructor of record, as well as college DSPS office (when applicable). The individual requesting the ADA van for the trip must mark the appropriate box reflected on the District *Motor Vehicle Use Requisition* form. The College Transportation Department shall ensure that the requested accessible vehicle is provided.

IV. FUNDING

- A. No student shall be prevented from making a mandatory field trip or excursion, which is integral to the completion of the course due to the lack of sufficient funds. The college shall coordinate efforts to provide funds for students in need of them.
- B. When funds are required, they must be allocated from the colleges' auxiliary, grant, or categorical program funds that shall be consistent with the funding source. Meals and lodging cannot be paid with District funds for students, other than those required and allocated by college budget processes for athletics. For most field study courses, students may be assessed a material fee for meals and lodging.
- C. All revenues collected will be deposited into the District depository account via a Record Cash Sale transaction in the financial system.
- D. An accounting of expenses shall be submitted on an expense report within 30 working days following travel, but no later than June 15th of the fiscal year. Receipts for each expense shall be scanned and attached to the expense report. The custodian of the funds will be liable for those expenses for which a receipt is not provided. Expense reports will be approved by the division dean.
- E. Expenses, including meals and lodging, for instructors, chaperones, and other personnel participating in a field trip, excursion, or field study course may be paid from District funds.
- F. Requests for reimbursement over the amount of revenues collected shall be submitted on the expense report. These amounts will be expensed to the instructional department. Excess cash advances must be returned at the time the expense report is submitted.
- G. Field Study Courses: Advances relative to a field study course can be made to the extent that funds are available. Requests for advances will be submitted through the enterprise

resource planning (ERP) system and must include the field course date, ticket number, and amount of advance. All requests for advance payments will be approved by the division dean through the financial system.

V. STUDENT ELIGIBILITY

All student participants shall satisfactorily complete all requisite activities and conditions associated with field trips, excursions, and field study courses including, but not limited to course prerequisites, conditions of participation, orientation, and completion of required forms.

VI. REQUIRED FORM

Each field trip, excursion, or field study course participant shall complete the District's *Voluntary Field Trip/Excursion/Field Study Course Waiver and Medical Treatment Authorization* form (RM #22). All completed forms shall be maintained in the college division's /school's office digitally/electronically (one year) and shall be readily accessible and in the custody of the accompanying faculty member for the duration of the trip. In addition, copies shall be sent to the Office of Risk Management at riskmanagement@socccd.edu.

A blanket *Voluntary Field Trip/Excursion/Field Study Course Waiver and Medical Treatment Authorization* form may be completed in advance at the start of the course to include all known field trips, excursions, and field study courses if such information is planned and made available at the beginning of the semester.

VII. STUDENT REASONABLE ACCOMMODATIONS

- A. Faculty shall ensure that all programs and activities related to field trip, excursions, and field study courses are accessible to individuals with disabilities, regardless of where the service or activity is physically located. However, on occasions where an inaccessible facility or location is unique, and the program or activity cannot be conducted elsewhere without fundamentally altering the nature of the program or activity, it is permissible for the field trip, excursion, or field study course to proceed as it would be impossible to provide the same educational experience at any other facility. In such instances, the faculty shall provide alternatives which shall afford students with mobility limitations or a visual impairment an equivalent educational experience, when appropriate.
- B. Field Trips and Excursions: Student participants shall notify their faculty member, in writing, of any special needs requiring reasonable accommodations such as physical assistance, medication(s) that requires administration, specialized transportation requirements, etc. Upon receipt of a student participant's request for accommodation, the faculty member shall meet with the division/school dean, along with the Dean of Disabled Students Programs and Services/Disability Support Programs for Students (DSPS), or designee, and the student to determine if and how the student's needs can be reasonably accommodated. Personal information disclosed by the student shall

remain confidential and shall be utilized by college personnel only in accordance with this regulation.

C. Field Study Courses: Students enrolled in a field study course, shall be required to provide emergency medical information, authorization for emergency medical treatment, and individuals who may be contacted in the event of an emergency. Prior to undertaking a field study course, students will be required to identify in writing if any special needs requiring reasonable accommodations such as physical assistance, medication(s) that requires administration, specialized transportation requirements, etc. Should a student be in need of a reasonable accommodation, the faculty member shall meet with the division/school dean, along with the Dean of DSPS, or designee, and the student to determine if and how the student's needs can be reasonably accommodated. Personal information disclosed by the student shall remain confidential and shall be utilized by college personnel only in accordance with this regulation.

If the faculty member has information which would reasonably lead them to believe that the student's participation in the activity could endanger others, the faculty member shall meet with the student and the Vice President for Instruction and/or Vice President for Student Services to determine whether reasonable accommodations can be afforded to the student to meet their needs. Where appropriate, a physician's written release may be required as a condition of student participation in the course.

If it is the judgment of the faculty member and the Vice President for Instruction after attempting to arrive at a reasonable accommodation that student participation in the field study course may adversely affect the health, safety, or welfare of others, the faculty member shall work with the student to make available an alternative instructional experience, when appropriate.

D. Should students attending field trips, excursions, or field study courses need ADA accommodations, they shall submit their requests to their instructor of record, as well as college DSPS office (when applicable). Specific protocols for assessing ADA eligibility, accommodation needs, and notification processes for students and their faculty shall be coordinated through the college DSPS office and/or the college Vice President for Student Services in accordance with Board Policy and Administrative Regulations 5140 Disabled Students Programs and Services (AKA: Disability Support Programs for Students) (DSPS).

VIII. OTHER CONDITIONS

A. Guidelines to follow in the event of an accident/incident involving any kind of bodily injury/harm to students:

1. Dial 911 if emergency medical services are needed.
2. Render first aid to any injured persons.
3. If a student participant is a minor, notify minor's emergency contact listed on their *Voluntary Field Trip/Excursion/Field Study Course Waiver and Medical Treatment Authorization* form.

4. Should the accident/incident involve the generation of a police report, either ascertain a copy of the police report or the police incident report number for District's use and claims processing.
5. Complete RM #1 *Employee Report of Work Incident* form and as soon as possible, preferably not later than 24 hours from the time of accident/incident, submit in the following order:
 - a. Supervisor
 - b. Once signed by Supervisor, submit to Office of Risk Management at riskmanagement@socccd.edu and Student Health Center Director

B. Guidelines to follow in the event of an accident/incident involving any kind of injury/bodily harm to employee(s):

1. Dial 911 if emergency medical services are needed.
2. Render first aid to any injured persons.
3. Should the accident/incident involve the generation of a police report, either ascertain a copy of the police report or the police incident report number for District's use and claims processing.
4. Complete RM #1—*Employee Report of Work Incident* form and as soon as possible, preferably not later than 24 hours, from the time of accident/incident, submit in the following order:
 - a. Supervisor
 - b. Once signed by supervisor, submit to Office of Risk Management at riskmanagement@socccd.edu

Each faculty member responsible for a field trip, excursion, or field study course shall familiarize themselves with this board policy and administrative regulation along with Board Policy and Administrative Regulation 5500 *Standards of Student Conduct and Discipline Procedures*.

References:

California Code of Regulations Title 5 Section 55220
28 C.F.R. part 35.130(b)(8)
28 C.F.R. part 35.139
34 C.F.R. part 104.42(b)(4)
49 C.F.R. part 37.5 and 37.7