

Atlantic Cape Community College

Academic Field Trip(s) Guidelines

All instructors must complete an **Academic Field Trip Request Form** and an **Academic Field Trip Consent Form** for all scheduled field trips.

Instructors are asked to submit their **Request Form** to their respective Department Chair, Director, or, in cases where a department does not have a chair/Director, the Dean at least two weeks prior to the scheduled field trip. The Department Chair, Director, or Dean will sign the form and provide a copy to the instructor.

If approved, instructors are then asked to provide each student who will be participating in the field trip with a **Consent Form**.

This form is designed to provide the student with basic information about the trip(s), and to warn the student of any hazards involved in providing instruction outside of the classroom.

It also sets a standard for behavior, letting the student know that s/he is responsible for her/himself. It also acknowledges that failure to follow guidelines may result in dismissal from the trip(s).

This form is NOT a waiver, since the student does not give up any rights in signing the form.

This form is designed for single or multiple class field trips.

If the instructor has more than one trip planned throughout the semester (but no more than two are recommended), then students do not need to sign a form for each trip. Instructors are asked to simply indicate the number of trips planned in the space provided on the form, attach the course syllabus (or other related written document) which acknowledges that a field trip(s) is planned during the semester and have the student sign it within the first 10 days of the semester.

Students under the age of 18 are generally treated like any other student for the purposes of field trips, and therefore do not need parental/guardian signatures for consent forms.

Students can witness each other's form. Instructors are asked to check the forms to make sure they are legible. Instructors are asked to make copies of all completed forms for their respective Department Chair, Director, or Dean (who will notify Campus Security of the trip).

Instructors are asked to keep/file the forms for three years, along with their course materials. Adjunct faculty should submit completed forms to their Department Chair, Director, or, in cases where ad department does not have a Chair/Director, their Dean at the end of every term.

Forms may be discarded after three years.