**Field Trips Policy**

Field trips are expected to be enriching, educational experiences and essential extensions of classroom activities. However, field trips should be planned with discretion.

Field or off-campus extension trips should be cleared with the Vice-President for Academic Affairs sufficiently early (3-4 weeks minimum) to permit adjustments in other courses as necessary. When schedule conflicts arise, students may determine whether they will go on the field trip or remain on campus to attend other classes. Faculty members are obliged to honor official certified absences for authorized field trips. Field trips shall not be scheduled during the final two (2) weeks of the semester, and every effort should be made to reduce interference with the student’s academic program during the semester.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.04.13  
Policy Revised:*