Academic field trips for classes are permitted and encouraged. A field trip form must be submitted to the appropriate academic dean/division director or designee at least one week in advance for review and approval.

Field trips arranged as part of the required instructional program of a course or curriculum should not involve an admission, participation charge, or contribution on the part of the students.

When an academic field trip for one class will require students to be absent from other classes, the instructor sponsoring the field trip shall attach to the form a list of students participating.