

# Field Trips

## **Purpose:**

To establish policy pertaining to CSN student/participant field trips or excursions

## **Policy Statement**

I. CSN recognizes that opportunities to participate in off-campus educational activities are an important learning experience and can supplement and reinforce classroom learning. The college encourages such experiences when appropriate. The safety and well-being of participants are primary concerns when planning field trips.

A "Field trip" is defined as any journey or excursion away from the campus or class location, whether or not in state motor pool, rental cars or private vehicles, involving two (2) or more persons, that is organized, required and/or sponsored by any operating unit of CSN, or by a faculty member or other authorized employee of CSN, for academic, research, or recreational purposes that are related to an approved program or activity of the college.

### **A. Field Trip Procedures**

1. The instructors/organizers must request written permission from their Dean to schedule a field trip or excursion.
2. Prior to departure, the instructors/organizers will compile a list of students and other participants and forward it to the office of their Department Chair and Dean. The instructors/organizers will be responsible for collecting the completed Field Trip/Excursion Class Waiver, Release and Indemnification Agreement from all students and other participants prior to departure. Those who have not completed the form may not participate in the trip.
3. In compliance with Section 504/ADA, participants requiring reasonable accommodations due to disability should be advised to make advance requests for consideration to the Disability Resource Center.

### **B. Field Trip/Excursion Class Waiver, Release and Indemnification Agreement Required**

1. Prior to the field trip, each participant of majority age must sign a Field trip/Excursion Class Waiver, Release and Indemnification Agreement. Minors must obtain the signature of a parent or guardian.
2. Prior to departure, the completed form must be filed in the office of the department sponsoring the trip and must be kept by the department for one (1) year. The department chair or head of each department or operating unit that sponsors the field trip is responsible for maintaining files of completed forms.
3. The filing of such forms may be a stipulated condition of registration for courses in which field trips are frequently taken. Prior to the field trip, the Department Chair or head of each department or operating unit that sponsors the field trip will provide the following information to the CSN Police Department: Class, destination, date, time and student names.

### **C. Medical Insurance Information**

Any accident or other occurrence causing physical injury to persons or property occurring in the course of the field trip, whether or not the injury is sustained by a participant on the field trip, shall be reported promptly to the CSN Police Department and to the office of the Vice President for Administrative Services.

#### **D. Conduct**

1. The Department Chair and Dean of each department or operating unit that sponsors field trips shall be responsible for enforcing NSHE and CSN policies relating to field trips and for notifying students/participants of the requirements of this policy. Each student participant is expected to comply with the rules of appropriate conduct as outlined in the NSHE Handbook (Title 2, Chapter 6, Section 6.3).
2. All participants are individually responsible for their personal conduct while on the field trip and the college has no obligation to intercede or undertake to protect them from legal consequences of violations of law for which they may be responsible.
3. While engaged in the field trip, the instructors/organizers, field trip organizer or trip director may enforce the provisions of this Field Trip Policy by withdrawal or limitation of privileges, or, in the event of repeated violations, by excluding the offending person from further participation and arranging to return the offender to campus or convey them to the nearest point of public transportation for return to campus. The College reserves the right to obtain reimbursement from the offender.
4. Participants wishing to leave the field trip early may do so only with the explicit permission of the instructor. Additional travel expenses will be the participant's obligation.

#### **E. No alcohol or drugs will be allowed or tolerated on any college-sponsored field trip/excursion.**

##### **Disclaimer**

The College reserves the right to deny participation of certain students based on conduct or disciplinary proceedings.