



**FIELD TRIP FORM
TO BE COMPLETED BY INSTRUCTOR(S) SPONSORING COLLEGE FIELD TRIPS**

Name of instructor(s) _____

Course(s) students enrolled in: _____

Destination: _____

Date and time of departure: _____

Place of departure: _____

Date and expected time of return: _____

Method of transportation: _____

*Name(s) of student driver(s) (if any): _____

Will students miss other classes? Yes _____ No _____

NOTE: If answer is yes, an alphabetical list of students MUST BE attached.

Date received by Dean /Director: _____

Approved [] Disapproved []

Signature of Dean/Director: _____

NOTE: Request must be submitted to the respective Division Dean, Dean of Student Services, and Vice President of Academic Affairs and Student Services at least seven (7) days prior to departure.

*Students transporting other students from a regularly scheduled class site must have a valid driver's license and current liability insurance.

Updated 10/28/2024