



COLLEGE POLICY

POLICY NUMBER: **3108**

DATE APPROVED: August 31, 2020

POLICY TYPE: Academic & Instruction

POLICY TITLE: Field Trip Policy

RESPONSIBLE ASSOC. /VICE PRESIDENT: Office of the Provost / Office of the Registrar

POLICY PURPOSE:

Madison Area Technical College acknowledges that field trips may be an essential component of certain courses and can provide a valuable learning experience.

POLICY:

A field trip is a mandatory activity of a course that requires students to engage in activities away from the normal location of the class. A field trip is directly related to the curriculum and supports the course learning outcomes.

Field trips may result in additional charges to students. Any additional fees are part of the course set-up and will be reflected at registration. No additional salary shall be paid to assigned faculty for conducting field trips since they are embedded in the load for the course.

Permission to add a field trip to a course and oversight of field trip logistics is managed at the School level.

DEFINITIONS:

N/A

LINKS TO STATE/FEDERAL REGULATIONS:

N/A