



# COLLEGE POLICY

<b>Policy Title</b>	<b>Field Trips</b>
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<b>Policy number</b>	3108
<b>Date issued</b>	<i>effective 8/31/2020</i>
<b>Responsible office(s)</b>	Academic Affairs
<b>Keywords</b>	academic affairs; curriculum; field trips

## 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.

## Scope

## Definitions

## 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.

## Links to state/federal regulations

## Supporting documents

## Related policies