

**Coast Community College District**  
**BOARD POLICY**  
Chapter 4  
Academic Affairs

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## **BP 4300 Field Trips and Excursions**

**Reference:**

Title 5 Section, 55220

Within the limitations of the budget, class field trips requested by instructors will be approved by the College Vice President of Instruction or the College Vice President of Student Services when, in the opinion of the respective Vice President, the educational program can be enriched.

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students. A field trip or excursion to and from a foreign country may be permitted to familiarize students with the language, history, geography, natural sciences, and other studies relative to the district's course of study for the students. These purposes are generally defined as educational experiences which cannot be duplicated on campus.

Local field trips that are within 50 miles of the college require a field trip request form to be on file in the office of the President, with a copy of the class roster.

Field trips beyond 50 miles, overnight, and/or those requiring District transportation shall be Board approved.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds, including auxiliary, grant or categorical program funds, if the funds are used consistently with the funding source. Supervision of field trips or excursions will be provided by one or more District academic employees.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Adopted February 19, 2003  
Renumbered from CCCD Policy 030-3-8, Fall 2010  
Revised November 6, 2013