

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.45 Field Trips and Excursions  
**Revision Date:** 5/10  
**Policy Reference:** Title 5 Section 55220

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1. A required field trip is a college-sponsored, off-campus activity which is considered a mandatory part of the curriculum or course of instruction for which students are expected to attend and are given some credit for attendance or penalty for non-attendance.
2. A non-required field trip is any travel activity which is voluntary in nature and which students are not required to attend as part of their course work. All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip and shall sign a statement waiving such claims.
3. Instructors supervising field trips must be familiar with procedures dealing with transportation (Rules and Regulations 8.45).
4. The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.
5. 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.
6. Students, faculty and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.
7. No student shall be prevented from taking a required field trip because of insufficient funds. The Colleges shall coordinate efforts of community service groups to supply funds for students in need.
8. All student trips must be approved in advance and in writing by the appropriate Dean and Vice President. The approval shall indicate whether the activity is required or voluntary.
9. The above activities are not to be confused with Study/Travel Tours (Rules and Regulations 8.47) or Student Activities (Rules and Regulations 7.60).