

Palm Beach State College  
**Field Trips**

All field trips that are associated with an academic course or program must comply with Board Policy 6Hx-18-2012 (see attached), and the Student Code of Conduct as stated in the *Student Handbook*.

In-District and Out-of-District Field Trips

1. Faculty must submit to immediate supervisor a completed and signed *Request for Leave* form, at least seven days in advance, of field trip. Faculty must provide the following information with the *Request for Leave* form:
  - ™ Class roster
  - ™ Explanation of the learning experience and how it will enhance the course (#11 and #12 on leave form)
  - ™ Description of alternative learning experience for students who are unable to participate in the field trip
  - ™ Transportation details
  - ™ Check off “Temporary Duty Elsewhere” (TDE) for field trips (#8 on leave form).
2. Immediate supervisor will notify the faculty of approval or disapproval of the planned activity within 48 hours of receipt of leave form and documentation.
3. Signed permission forms from students (see attached sample used by Student Services) shall be obtained by instructor prior to departure for field trip and turned in to Associate Dean’s office.
4. *Request for Leave* forms and class permission slips will be kept on file in Associate Dean’s office.
5. Syllabi should include any field trips in terms of time, transportation, fees, etc., and any physical demands beyond those of normal classroom participation.
6. Alternative experience must be provided to students who cannot participate in any field trip and must be described in syllabi.