

**ADMINISTRATIVE POLICY**  
**INSTRUCTIONAL FIELD TRIPS**

*This policy pertains to employees and students.*

An instructional field trip is any activity which:

- Involves Fox Valley Technical College students and one or more supervising instructors;
- Is an integral part of the curriculum of a specific course or program; and
- Takes place away from the normal meeting place for the class, either within the Fox Valley Technical College District or outside of the District or the state.

All instructional field trips must be authorized in writing prior to departure. Field trip requests are made through the completion of a [Field Trip Request Form](#) and submission of the request to the division dean for approval.

Students under the age of 18 must submit an [Acceptance of Risks and Responsibility Agreement and Release of Liability](#) form which must be signed by a parent/guardian before a student is allowed to participate in a FVTC authorized field trip.

In compliance with the Americans with Disabilities Act (ADA), FVTC will make every effort to honor requests for reasonable accommodations made by individuals with disabilities. The primary responsibility for accessibility and assurance of reasonable accommodations for field trips is the staff and/or department that submits the request(s). Approval for each request will include assurances that FVTC's Civil Rights policy, Students with Disabilities policy, or other applicable laws which prohibit discrimination have been upheld. The [Field Trip Request Form](#) includes ADA guidelines.

*Adopted: 07/18/91*

*Reviewed: 01/18/23*

*Revised:*