



**ARTICLE 4400**      **STUDENT CONDUCT, ACTIVITIES AND PROGRAMS**

**AR 4440**      **Academic and Extracurricular Trips**

Arrangements for off-campus trips are the responsibility of the faculty member or faculty advisor associated with the class or student group, including clubs and other nonathletic extracurricular\* activity groups. Such arrangements must be compliant with section 55220 of the Title 5 regulation. Permission to conduct such off-campus activities with student groups must be obtained a minimum of two weeks prior to the activity. Submission of requests for approval differs for academic and extracurricular trips.

1. Instructors who wish to take their classes, or other extracurricular student groups, on trips off-campus must receive prior approval from the Vice President of Academic Affairs or designee. Such approval may be requested by submitting a Field Trip Form, in duplicate, to the Vice President of Academic Affairs. The Field Trip Form may be obtained from the faculty member's departmental Chair or administrative assistant or from the Office of the Vice President of Academic Affairs.
2. Advisors who wish to take their clubs on trips off-campus must receive prior approval from the Vice-President of Student Affairs or designee. Such approval may be requested by submitting an Extracurricular Trip Form, in duplicate, to the Dean of Student Life. Extracurricular Trip Form may be obtained from the Student Activities Office.

The District's liability insurance covers advisors and instructors while in the normal pursuit of their duties.

Responsibilities of Advisors and Instructors on Extracurricular Trips

Advisors and instructors who take extracurricular student groups on off-campus trips are responsible for:

1. Obtaining written approval by completing and submitting the Extracurricular Trip Form to the appropriate college administrator two weeks prior to the scheduled trip.
2. Supervising the conduct of all students during the entire trip. Such conduct will at all times conform to the Santa Monica College Board of Trustees policy 4410 "Student Conduct."
3. Assuring that each student going on extracurricular activity trips possesses a current Santa Monica College student identification card.
4. Ascertaining that all drivers have current drivers' licenses and adequate automobile insurance if private vehicles are utilized for transportation.
5. Travel by private automobile may be used with the following provisions:
  - a. That the student's automobile is in a reasonably safe operating condition.
  - b. Students must be given instructions that include the time and place of departure and the time and place of arrival. Students must be instructed to proceed directly from the college or any other assigned point to the field trip site.
  - c. Students wishing to leave early, or who are asked to leave early from the field trip must sign a waiver indicating their time and date of departure. This action serves as the student's acknowledgement that he/she is no longer a part of the field trip. \*\*
  - d. Parent Consent slips, available in the Student Activities Office, must be signed and submitted for any student under 18 years of age. \*\*

*Reviewed and/or Updated: 12/11/01, 11/24/2015*