

**POLICY TYPE: Learner Success**

**POLICY TITLE: Field Trips**

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Primary Administrator: Vice President for Learner Success  
Employee Relations Director

Location of Related Procedures: Office of Vice President for Learner Success  
Office of Employee Relations Director

A field trip is a mandatory activity of a course that requires students to engage in activities away from the normal location of the class. A field trip is directly related to the curriculum content of the course. Madison Area Technical College acknowledges that such activities may be an essential component of certain courses and can provide a valuable learning experience.

Field trips may result in additional charges to students. Students shall be informed of any such additional costs prior to registration.

No additional salary shall be paid to instructors for conducting field trips since they are an integral part of the course in question.

Permission to add a field trip to a course is granted at the divisional level.

*July 1998*