

Procedure:	Day Travel	Procedure No.:	AA4011.3
Authority:	College President	Associated Policy Reference No.:	AA4011
Procedure Owner:	VP Academic Affairs	Responsible Party:	<i>Department Deans</i>
Approved:	05/16/2023		
Revised:	(DATE)		

Purpose

In compliance with the College Sponsored Student Travel, this document outlines procedures for credit-bearing day travel.

Statement of the Procedure

Credit-bearing day travel includes off-campus class field trips and activities required as part of a course. These activities take place during or outside regular class hours, and excludes overnight travel. They may or may not require vehicular travel.

Related Policies (by number)

AA4011 Travel Policy

To whom it applies (title or department)

Faculty-led student travel: Any student travel that takes place off campus that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college. See “Exclusions” above.

Non-credit travel: any student travel not part of a course that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

General Guidelines

Approval Process

Notification to the Dean is required prior to commencing travel, in addition to any forms required for specific types of travel, e.g., Travel Registry.

Day travel required as part of a course must be listed in the course syllabus including dates and locations to the extent known at the time the syllabus is written. It is understood that not all details will be available until the course is underway, however, at a minimum students should know that days and times travel will be scheduled. This procedure does not apply to clinicals.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>ex. Created</i>	01/01/2020	SC	<i>ex. Director Sponsored Programs</i>