

## Board Policies

### **ACADEMIC AFFAIRS**

#### **244.00 FIELD TRIPS AND SPECIAL PRESENTATIONS**

Cowley College supports experiential learning through alternative classroom activities such as field trips and special presentations. Instructors scheduling an outside speaker for class purposes should notify the appropriate administrator, so full utilization may be made of the services offered.

Approval for a field trip involving required student participation must be secured from the Chief Academic Officer or designee one week prior to the trip. The instructor shall complete the appropriate forms to submit to the Academic Affairs office.

If the trip is approved and the activity requires absences of students from other classes, the Academic Affairs office will provide a notice for dissemination to the general faculty one week in advance of the absence.

The instructor shall make appropriate arrangements for absence from any other assigned classes. Instructors who are notified in advance of the official approval of the activity shall record absent students as "Absent for an Approved College Activity."

Adopted October 18, 1971  
Reviewed July 11, 1989  
Revised July 21, 2003  
Revised August 9, 2004  
Revised May 1, 2008  
Revised July 21, 2008  
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