

Policy Source: Combination of Gwinnett Tech and TCSG	Owner: Vice President of Academic Affairs	Effective: 1996
Division: Academic Affairs	Reviewed: 6/05, 2/2010, 9/2015, 4/2019 Revised:	

### **6.8.1 GT TCSG      Field Trip Policy**

The Gwinnett Technical College adheres to the TCSG 6.8.1 Field Trip policy (<https://tcsgeu/tcsgpolicy/files/6.8.1.pdf>).

In addition to the TCSG policy, Gwinnett Tech stipulates the following:

During the course of a student's learning experience at Gwinnett Technical College, it may be necessary for the student to be involved in activities that require visits to industrial/business sites and participation at conferences or seminars, cooperative work experience, or other school-related activities conducted away from the campus.

1. Approved field trips must relate to and be an integral part of a course. Adequate planning is essential, and instructors must obtain approval from the vice president of academic affairs before such field trips are designated as an official school activity.
2. Instructors conducting such activities are responsible for notifying all affected instructors of the students participating in the activity.
3. Approval to schedule students to participate in school-related activities off campus must be requested by instructors at least one week prior to the day the field trip is scheduled.
4. All students participating in the field trip must sign the liability release agreement on the reverse side of the Field Trip Request form. The form will be initiated by the instructor and approved by the division head and vice president of academic affairs. Approved field trip requests are maintained in the academic affairs office.
5. All College policies are to remain in effect during all field trips or other activities.