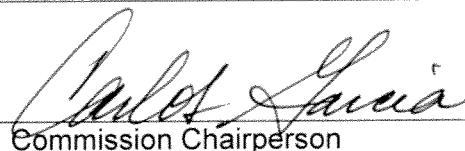


**AIKEN TECHNICAL COLLEGE  
POLICY**

Policy Title:	FIELD TRIPS	Policy Number:	2-3-111
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy:			
Associated ATC Procedure:	2-3-111.1		

Approved:

  
President

  
Commission Chairperson

Date

Adopted: 11/02/2009

Date

Revised:

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Aiken Technical College recognizes the importance of field trips/student or group travel in the learning process. The College further recognizes the importance of appropriate regulations to promote safety, maximize educational value, manage risk, minimize liability, and enable appropriate response in times of crisis.

This policy applies to all student/group travel in conjunction with official college sponsored activities, and registered student organizations, including but not limited to instructional field trips, college-recognized club or organization activities, cultural and athletic events, student/group travel abroad to conferences, workshops, and programs sponsored or endorsed by the College.

This policy governs the following:

- Activities or events sponsored and/or funded by the College.
- Travel by student organizations registered at the College.
- Travel required by academic departments as part of fulfilling course requirements for completion of a class or receiving extra credit.
- Travel involving students to participate in supplemental learning experiences.

Departments, classes, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel.

Policy Review and Revisions		
Date Completed	Reviewed/Revised By	Future Review Date
11/02/2009		02/2010