

Madison College



Policy #3108

Field Trips

Policy number	3108
Original issuance date	8/31/2020
Last revision date	
Next review date	
Responsible office(s)	Academic Affairs
Keywords	academic affairs; curriculum; field trips

POLICY PURPOSE

Madison Area Technical College acknowledges that field trips may be an essential component of certain courses and can provide a valuable learning experience.

SCOPE

DEFINITIONS

POLICY STATEMENT

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 and supports the course learning outcomes.

Field trips may result in additional charges to students. Any additional fees are part of the course set-up and will be reflected at registration. No additional salary shall be paid to assigned faculty for conducting field trips since they are embedded in the load for the course.

Permission to add a field trip to a course and oversight of field trip logistics is managed at the School level.

LINKS TO STATE/FEDERAL REGULATIONS

SUPPORTING DOCUMENTS

RELATED POLICIES

REVISIONS

1/21/2026..... Formatted to ensure highest level of accessibility