

## **Nunavut Arctic College Field Trips**

### **POLICY**

Nunavut Arctic College recognizes that a field trip is a planned, integral element of a Program or a course.

### **PRINCIPLE**

1. Learning objectives for a particular course may be met or enhanced by participation in a field trip.

### **PROCEDURE**

1. The field trip supervisor (course instructor) will submit a description of the field trip to the Dean or designate for approval. This will include the rationale for the field trip, costs to the student, costs to the College, dates, times, methods of transportation, and any other pertinent information.
2. Any costs incurred by the student should be kept to an absolute minimum. Resources may be made available by the College to any student in need of financial assistance to participate in the field trip if the student is unable to provide for him/her self.
3. Any costs incurred by the College will be approved by the Dean or designate.
4. The instructor will provide the student with reasonable advance written notice of planned field trips.
5. Notwithstanding Policy C.07 Attendance, the student is required to attend all field trips. In the event of absence, the student is required to provide documentation to substantiate said absence. Failure to do so may result in dismissal from the course and/or program.
6. The Dean or designate will ensure that all necessary documentation, including those for insurance provisions, have been completed prior to the field trip.
7. The instructor must be present and play an active role in the field trip.



**SPONSORED AND APPROVED**  
**STUDENT EXCURSIONS & WORK PLACEMENTS**

**CAMPUS:** \_\_\_\_\_

**PROGRAM:** \_\_\_\_\_

**NAMES OF STUDENTS INVOLVED:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NAMES OF SUPERVISOR[S] – (MUST BE APPROVED BY DEAN OR DESIGNATE):**

_____	_____
_____	_____

**DATE[S] OF EXCURSION:** \_\_\_\_\_

**WHERE STUDENTS ARE GOING [be as specific as possible]:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BRIEF STATEMENT OF PURPOSE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEANS OF TRANSPORT [specify carrier]:** \_\_\_\_\_

**DEAN or DESIGNATE APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTED BY BURSAR / CFO:** \_\_\_\_\_