

Palomar College Field Course Authorization Request

(A Field Course consists of a class in which the majority (or all) of instruction time is offered off campus and may include overnight stays. It may involve domestic or international travel.)

Instructor's Name(s) _____

Department _____

To the Instructor: It is your responsibility to be familiar with field course regulations as found in Governing Board policy and procedures. Only students registered in the class may participate in field courses. PLEASE NOTE: All field courses require Palomar College Governing Board approval and must be submitted at least EIGHT WEEKS prior to the proposed trip.

1. Dates of trip: _____

2. Class Name and Class Number(s) _____

3. Destination(s) (Complete address information must be provided):

4. Costs:
The instructor must make arrangements with the Cashier's Office for collection of student fees, if applicable. Instructors are not to collect fees from students.

Transportation (see below):	\$ _____	Location/Meals/Fees:
Lodging & meals (specify location):	\$ _____	
Other Fees: (Specify)	\$ _____	
Total Costs:	\$ _____	

Note: These costs are in addition to regular enrollment fees.

- 5. I have attached the Course Syllabus and the Student Code of Conduct
- 6. Course Itinerary (attach): Itinerary must identify required activities, total instructional hours, and specific meeting times.
- 7. List of all participants (Submit to Instructional Services two weeks prior to trip.)
- 8. Waivers signed by each participant or guardian. (Waivers are available on the Instructional Services website. Submit to Instruction Office two weeks prior to trip.)
- 9. Yes Students have been supplied with a copy of the Student Code of Conduct

Additional Requirement for International Field Course:

- 10. U.S. Department of State Travel Warnings or Travel Alerts for the Area:
 (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) Do any exist? Yes No
 (If a travel warning or alert exists and you are still requesting the International Field course, attach an explanation.)

<hr/> Instructor's Signature Date	<div style="border: 1px solid black; padding: 5px;"> <p>Division Office Use</p> <p>Approved____ Disapproved____</p> <p>1. Original to Instructional Services _____ Date</p> <p>2. Copy to Division Dean _____ Date</p> <p>3. Copy to Instructor _____ Date</p> <p>4. Copy to Center Staff _____ Date</p> <p>5. Copy to Building/Grounds Purchasing _____ Date</p> </div>
<p>Reviewed and Approved by:</p> <hr/> Department Chairperson/Director Date	
<hr/> Division Dean Date	
<hr/> Assistant Superintendent/Vice President for Instruction Date	

Date of Governing Board approval

Note to Dean: Please submit original to Instructional Services after approval.