



Oregon Coast Community College
400 SE College Way
Newport, Oregon 97366

Field Trip Request

Faculty wishing to supplement classroom or lab instruction by field trip must make the following arrangements at least *one week* in advance of the trip:

1. Complete form.
2. Submit to the Dean of Instruction or assigned designee for approval signature.
3. Faculty are required to submit student signed waiver forms

All students going on field trips must sign the Field Trip Release Agreement form.

Date: _____ Department: _____

Instructor Name (print): _____ Signature: _____

Class Name: _____ Course Number: _____

Destination: _____ Method of Transportation: _____

Purpose of Visit: _____

Date of Departure: _____ Departure Time: _____

Date of Return: _____ Return Time: _____

Number of Students: _____ Number of Faculty: _____

Request approved by: _____ Date: _____

Dean of Instruction

Note: Field trips are not to interfere with students attending other classes. Where an unusual event is proposed that would cause such interference, please report this to the Dean of Instruction when this form is submitted for approval.