

**Cochise College  
Administrative Policy**

**Category: Instruction**

**Policy Number: 3019**

**Title: Supplementary Instructional Activities**

The administration may approve the use of supplementary instructional activities such as field trips and attendance at professional productions on and off campus.

**Procedure 3019.1**

**Supplementary Instructional Activities**

District resources, if available, may be approved to support supplementary instructional activities. Any class activity scheduled away from the designated classroom or laboratory must have prior approval of the appropriate academic dean. College-funded field trips must be requested by the instructor and approved by the academic dean before the trip is made. Out-of-state and international travel must be approved by the vice president for instruction/provost and/or president. Supplementary instructional activities may not be approved for locations that are under U. S. State Department travel advisories.