Field trips

Field trips are an integral part of some courses and an asset to others. If a faculty member decides to take students on a field trip off campus, the Assistant Dean should be informed with a brief memo. If funds to support the trip are being requested, then written approval must be obtained well in advance. Faculty members may not require participation in a field trip that will force a student to miss other classes. If missing classes is a possibility, the faculty member should send colleagues a notice of the trip well in advance. It is the student’s responsibility to make any necessary arrangements with other instructors.

Any student who drives his or her own vehicle on a field trip should be approved by the instructor. The instructor should check for a valid driver's license and use reasonable judgment regarding the student's maturity. Only university employees may drive university vehicles. Any person driving a university vehicle is required to use a seat belt and obey all traffic laws. No one with restricted driving privileges may operate a university vehicle.

Each student participating in a trip should sign a Travel Release of Liability Form, available from the Faculty/Staff Handbook. These forms must be completed and submitted to the Associate Dean’s office prior to the field trip. Students 18 years of age or younger will need to provide their parent or legal guardian’s written permission on the form.

Faculty members should submit an Absence from Duty form.

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*The current version of this document is maintained by the Assistant Dean.*