



Field Trips and Excursions Policy

All faculty will notify their department head in advance of all field trips and excursions. Failure to provide such advance notification could put the faculty member and/or college at risk should an accident or other emergency arise. To avoid (or at least minimize) the possibility of such risk, the following policy must be followed:

Anytime faculty take students off-campus on field trips, excursions, etc. the department head must be notified in advance. Included in this notification should be the names of the class(es) on Banner. In addition, the destination and approximate duration of the trip should be included. If the trip involves out-of-state travel, the proper pre-trip travel authorization form must be submitted.