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Field Trips and Study Tours

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I. REASON FOR THIS POLICY

Establish a policy for student field trips and study tours (also known as faculty-led programs).

II. STATEMENT OF POLICY

Field trips or study tours to be held as part of the requirements for a course that will have costs assessed to students must have approval from the Vice President.

Any course that has a required field trip charge must be noted in the course description published in the university catalog and noted in the course syllabus.

Optional field trips held in conjunction with a course must adhere to this policy except that the field trip does not need to be noted in the catalog or syllabus.

Field trips that are paid for by the department do not require approval under this policy.

Students enrolled in courses that involve one or more field trips may be assessed incidental charges provided that:

- The minimum cost of the field trip(s) is \$10 per person. Departments should pay for field trips costing less than the minimum;
- The costs are incidental to the trip, including transportation, price of admission, etc.;

- The cost of meals and lodging should be the responsibility of the individual unless the facility used assesses group rates;
- No faculty or advisor costs are charged;
- The course does not already have a special discipline fee (science lab fees are not special discipline fees for this purpose); and
- Any substantive sums remaining in the accounts established for this purpose after the completion of the trip must be refunded to the students.

Study tours or faculty-led programs are approved through the Division of Continuing and Distance Education in collaboration with Global Learning in the Center for Academic Engagement.

Any field trips or study tours/faculty-led programs occurring overseas are subject to all conditions outlined in [policy 1.005 on International Activity](#).

III. DEFINITIONS

Field Trip: a trip made by students or researchers to study something firsthand.

Study Tour (Faculty Led Program): academic course that includes an off-campus travel experience with specific learning goals which emphasize experiential learning, where the majority of instruction and coursework occurs during the off-campus experience.

IV. PROCEDURES

An account must be established specifically for the field trip. The department should request the account from the Accounting department.

The Field Trip and Study Tour Approval Request form, available from the Academic Vice President's office, must be completed including all necessary signatures two weeks prior to the actual field trip or study tour.

The instructor should inform the students to stop at the Business Office and pay the appropriate amount prior to the field trip.

A list of students who have paid will be available from the Business Office.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[Field Trip and Study Tour Approval Request Form](#)
[Policy 1.005 International Activity](#)