SHIPPENSBURG UNIVERSITY

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

REQUEST FOR APPROVAL OF FIELD TRIP

(Requiring absence of students from other classes)

Professor:	Date of Trip:		
Course(s) for which trip is planned:			
Purpose of Trip:			
Destination:			
Method of Transportation:			
Overnight Accommodations:			
Total Cost to Student:			
umber of Students in Class:Number Who Agreed to Go:			
Indicate in schedule below classes <u>affected</u> by absence of instructor and disposition of <u>other</u> classes:			
Class	Day	Time	Indicate Disposition of Class
Indicate below whether absence of students will affect other classes:			
Class	Day	Time	Instructor
Approval:	Date:		
(Department Chairperson)			
(Dean of the College)	Date:		

FIELD TRIPS

When a field trip is being considered, preliminary matters of cost to students, means of transportation, contact with the institution to be visited, probably number of class able or willing to go, etc., should be discussed initially with the department chairperson. Qualifications to be considered include: at least 2/3 of the class should be able to go; the total cost to the student should be within the financial reach of the students; only members of the class are expected to participate; the trip should be taken prior to the last month of the semester; no off-campus trips are to be planned during the last two weeks of any semester and faculty members should take into consideration the effect of the field trip on the other academic responsibilities of the student. A brief form, **Request for Field Trip**, (forms are available in the dean and/or department secretary's office or from the Office of the Provost and Vice President for Academic Affairs) must be completed by the faculty member, approved by the department chairperson and submitted to the dean of the college at least five days prior to the date of the scheduled trip. This enables the university to have ample information especially in case of an emergency. Advice and assistance are available through the Office of Administrative Services for arranging transportation especially if a contract is required.