Policy Statement: A field trip is a non-credit bearing activity within a course that provides a group of students with an applied, supervised experience at an off-campus location. A field trip differs from a study tour in that it does not bear course credit independently and is not the primary method of instruction. A field trip should supplement regular course instruction.

Policies governing a field trip associated with a student organization are under the auspices of Student Affairs.

Background: The University of Central Oklahoma considers field trips to be a valuable educational experience. Prior to Fall 2007 there were no uniform university-wide guidelines governing field trips.

Purpose: Provide a definition of field trips, procedures for creating a field trip, guiding student and participant conduct, and ensuring the financial viability of the trip.

Implementation Date: Fall 2008

Related Procedures:
1) Field trips must be a part of an approved course.
2) If funds are needed, a complete budget including student costs, must be submitted to the appropriate department chair/school director prior to the scheduled activity. Deadlines for budget submission are set by the department chair/school director. If funding is requested from the dean’s office, all budget requests must be submitted one month prior to the date of the field trip.

Emergency Procedures:
1) Should an emergency involving injury or serious incident occur, the field trip leader should immediately contact the department chair and/or university director, the dean, and the Office of Academic Affairs. This notification must be followed by a formal report completed within 30 days (see #3 under “Procedures after a field trip”).

Procedures for participants:
1) All participants must sign a university approved release form, which includes an agreement to adhere to all UCO policies for the duration of the field trip, emergency contact information and a waiver and release of responsibility for the university and the field trip leader.
**Procedures after a field trip**

1) Any unexpected incident occurring during the field trip should be reported to the appropriate department chair/school director within 30 days following the field trip.

2) If an incident involving student conduct occurs, an incident report must be filed within 30 days to the Student Conduct Office and the appropriate dean.

3) Department chairs/school directors may require notification from team leaders before a field trip occurs.

**Coordinating Offices:** Academic Affairs, Dean’s Office, Department/Schools office,

**Academic Affairs Point of Contact:** Vice Provost/Associate Vice President for Academic Affairs

**Policy approved by the Vice President for Academic Affairs on March 14, 2008.**

**Key Words:** Field Trip, Off-campus academic experience