

**PROPOSAL FOR FIELD TRIP**

**NOTE: Any faculty member wishing to take students off campus on a field trip should complete this form and secure approval at least 7 days prior to the trip.**

Teacher/Sponsor: \_\_\_\_\_ Proposed Date of Trip: \_\_\_\_\_

Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Class or Group Composition: \_\_\_\_\_

Itinerary (if overnight, please attach a detailed itinerary that includes departure and return dates/times; hotel lodging information and phone numbers; flight information; etc.):

Please attach a list of individuals that will be traveling that includes first name, last name, cell phone number, name of emergency contact, and phone number of emergency contact.

Mode of Travel: \_\_\_\_\_

Learning Benefits Expected: \_\_\_\_\_

Will there be other trips for these same students? \_\_\_\_\_

\_\_\_\_\_  
Teacher/Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academics

\_\_\_\_\_  
Date

**NOTE: Teachers should plan trips in such a way as to avoid conflicts with major campus events. Also, students who have major tests or laboratory exercises need to negotiate their absence with the teacher prior to the trip. If a student has accumulated several absences prior to the trip it may be necessary for the student to remain on campus and attend class.**