

Shawnee State University

AREA: ACADEMIC AFFAIRS

SUBJECT: FIELD TRIPS

POLICY NO. 2.03
ADMIN. CODE: 3362-2-04
PAGE NO. 1 OF 2
EFFECTIVE DATE: 7-10-09
RECOMMENDED BY: V.P. of
Academic Affairs
APPROVED BY:

1. Definition. Types of Academic Field Trips

- 1.1 One-day Field Trip: off-campus field trip offered by faculty as part of a course requirement or option, and does not require overnight accommodations.
- 1.2 Overnight Field Trip: field trip offered by faculty as part of a course requirement or option, and requires overnight accommodations for students.
- 1.3 Field Course: field trip offered by faculty as course credit and requires travel within the United States.
- 1.4 International Studies: field trip offered by faculty and requires travel to sites outside of the United States.

2.0 Approval of Academic Field Trip.

- 2.1 One-day or overnight field trip must receive prior approval from the appropriate chairperson or his/her designee.
- 2.2 Field course must receive prior approval from the appropriate dean or his/her designee.
- 2.3 International studies must comply with all procedures established by the Center for International Programs (CIPA).

3.0 Students, faculty and other employees on University sponsored field trips should review and must comply with relevant University policies regarding use or possession of alcohol and other controlled substances during officially sponsored University events (e.g. Student Affairs Policy 3.19 and University Wide Policy 5.06) as well as other policies (e.g. University Wide Policy 5.03). Students, faculty and other employees on University sponsored field trips must also be aware of and comply with relevant laws regarding possession and/consumption of alcohol and other controlled substances of the jurisdiction in which they are traveling. Consumption or possession of alcoholic beverages by persons under 21 years of age is illegal in most jurisdictions in the United States. Illegal use, possession, or transport of controlled substances during University field trips is a violation of this policy.

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- 4.0. Enforcement: Violation of this policy will result in disciplinary action. Enforcement of this policy will be in accordance with the relevant Collective Bargaining Agreement, Student Handbook, or other University policies.