

# Field Trip Policies

All field trips, including mileage reimbursement, must be budgeted within departmental budgets.

All courses which have off-campus field trips should include that information in the University Catalog as part of the course description. Undergraduate and Graduate catalogs can be found with the link below.

<https://www.converse.edu/academics/registrar/catalogs/>

All courses which have field trips should detail requirements in syllabi. The relationship of the field trips to the course grade should be clearly stated. Furthermore, if students must share in the cost of these field trips, the approximate cost to the student and tentative dates should be stated in the syllabus.

All field trips must have appropriate faculty supervision to minimize the liability of the University and the faculty member.

The University requires that the appropriate dean's office be notified of all field trips in advance of the field trip.

A signed waiver of liability form is required for students for all field trips. The faculty member must keep them on file until the trip is completed.

The University van may be reserved for field trips. It is the University's policy to verify each driver's name, birth date and driver's license number, and this information must be approved and on file with the Director of Risk Management. Faculty members should acquaint themselves with the suggested accident procedures located in the glove compartment. No person is permitted to drive the van unless they have completed the required safety course. (Contact the Director of Risk Management for information.)