



**Field Trip Guidelines:**

- If you are planning any type of university sponsored off-campus field trip as a required or optional part of one of your classes you must have a signed consent form on file from each student participant PRIOR to the scheduled field trip date. *Note: If the field trip event is optional then that must be clearly stated in the syllabus as well as what activity will be allowed to take the place of the field trip.*
- The consent forms must include the names, addresses, date and time for each location.
- Information regarding the surrounding area or community may also be required such as high crime or traffic areas, paved or unpaved surfaces, estimated walking distance, steep or narrow spaces, etc.
- All field trip consent forms must be reviewed by the School of Social Work and Criminal Justice office prior to student distribution. As a general rule of thumb, please allow at least 5 days for the review to take place.
- It is our practice to inform students of such field trip requirements in the syllabus distributed during the first class session. This allows those students who are not comfortable with the field trip component an opportunity to withdraw without owing tuition or fees.
- Once the consent forms are signed by the student or guardian (if under the age of 18) you must return all original forms to the School of Social Work and Criminal Justice office for filing as per the University Records Retention Schedule.
- If you are not familiar with this process or need additional information, please consult the Administrator or the Dean for further guidance.