Field Trip Request

Faculty wishing to supplement classroom or lab instruction by field trip must make the following arrangements at least one week in advance of the trip:

1. Complete form.
2. Submit to the Dean of Instruction or assigned designee for approval signature.
3. Faculty are required to submit student signed waiver forms

All students going on field trips must sign the Field Trip Release Agreement form.

Date: ________________________________  Department:________________________________________
Instructor Name (print): ________________________________  Signature:____________________________
Class Name: ______________________________________  Course Number:________________________
Destination: ______________________________________  Method of Transportation:____________________
Purpose of Visit: __________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Date of Departure: ________________________  Departure Time: ______________________________
Date of Return: __________________________  Return Time: ________________________________
Number of Students: ______________________  Number of Faculty:____________________________

Request approved by: ______________________________________  Date:__________________________
Dean of Instruction

Note: Field trips are not to interfere with students attending other classes. Where an unusual event is proposed that would cause such interference, please report this to the Dean of Instruction when this form is submitted for approval.