



Kutztown University Policy ACA-005

Field Trips

A. Purpose

The purpose of this policy is to define the circumstances under which field trips may occur.

B. Scope

This policy applies to all university employees.

C. Key words and phrases:

Appropriate department chair – the appropriate department chair would be the chair of the department offering the course; for multiple prefix or interdisciplinary courses, it would be the department chair with primary responsibility for scheduling the course in question.

D. Policy & Procedure(s)

University employees organizing or sponsoring field trips involving travel off campus are expected to use discretion as to the number of such trips and the time involved. Every attempt should be made to minimize, as far as possible, any conflicts with the work in other courses, examinations, or with regularly scheduled activities of a general university character.

No field trips may be organized by faculty members without the consent of the appropriate department chair. The list of students going on a field trip will be kept in the departmental office.

Lists of students participating in off-campus intercollegiate athletic events will be approved by the Director of Athletics and the lists will be kept in the Athletic Director's office.

E. Effective Date

Pre-1970

F. Approved By

Standing policy established before 1970

Policy ACA-005

G. Last Review

August, 2010

November, 2010

August, 2011

August, 2012

August, 2013

August, 2014