

Field Trip Form (Draft)

According to DSU policy, "A student requesting a schedule accommodation for an approved official University activity has an individual responsibility to provide the instructor in each class with official written verification of the approved official University event and his/her participation . . ."

See: <http://catalog.dixie.edu/academicpoliciesandprocedures>

Instructors and university sponsors requiring students to attend a field trip should complete Section 1 of this form (see page 2). It is the responsibility of the instructor/sponsor to ensure that students are provided at least one completed copy of this Field Trip Form within the first week of the semester or teaching block. Instructors/sponsors should complete Section 1 of this document. Students should then complete Section 2.

Once a student receives a completed Field Trip Form from an instructor or sponsor, he or she should complete Section 2 of the form (see page 2). Next, the student should make photocopies of page 2 of this form, and provide a copy to each of their instructors who teach classes that will be impacted by the student's absence. The student must give a completed Field Trip Form to all of the instructors of the classes they will be missing due to the field trip. (Photocopies of this form do not need to be provided to instructors whose classes will not be affected.)

The completed form must be provided to the student's impacted instructors at least 7 days before the field trip date. It is preferable that the student provide a completed field trip form to these instructors far in advance. If this occurs, then the student should remind the instructor about their absence between 7 and 10 calendar days before the event. Providing this reminder is the responsibility of the student and is designed to help facilitate a fair and expeditious arrangement of any alternative assignments or information. Students are not exempt from any assignments or responsibilities missed due to a field trip.

Section 1- To be Completed by Instructor or Sponsor

Instructor or Sponsor's Name:

Instructor or Sponsor's Email Address:

Course or Program Requiring the Trip:

Brief Description of Field Trip:

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Date/s of Trip:

Beginning Time of Excused Absence:

End Time of Excused Absence:

Section 2- To be Completed by the Student

Student's Name:

Student's Email Address:

Student's ID number: