

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Field Trips	4-009 STUDENT AFFAIRS July 2009
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POLICY

- 1.01 Oklahoma State University Institute of Technology administration recognizes the value of field trips as part of the overall educational program.

PROCEDURES

- 2.01 Certain guidelines must be observed. The following regulations will be used in planning and making field trips:
- A. Field trips must not exceed two days of actual class time throughout a semester. Additional field trips in excess of the allotted two days or scheduled for weekends must have the approval of the Unit Leader. No field trips are to be scheduled the last two weeks of a full semester course or the last week of a half semester course.
 - B. Field Trip Request
 1. The Request Form is to be completed and submitted at least three days prior to any field trip.
 2. To be valid, routing and the approval process begins with the Division Chair and is forwarded to the Director, Student Life.
 3. The request is acknowledged by the Director, Student Life for student accounting purposes.
 4. All divisions will receive advance notice of the date of the trip along with names of participants. Students are responsible for making arrangements with faculty to make up any class work they miss during the trip.
 - C. Insurance
 1. Personal liability insurance is available by processing the Field Trip Insurance Form. All recognized club sponsored off-campus trips require student participants to be covered under the "Trip Insurance Plan." No additional insurance is needed for faculty and staff.

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- a. Students must pay \$0.30 for personal liability insurance. They are listed as participants on the Insurance Form. Students driving his/her own car would require insurance also.
- b. The form and the money are sent to the Bursar's Office 24 hours minimum of trip. Activity Requests will be returned, "Denied" if trip insurance is not purchased 24 hour prior to trip.

2. School vehicles are insured by the University with liability coverage.

D. In-State Trips

1. Field trips in Oklahoma may be planned and the completed request form submitted in accordance with the above procedures for action.
2. Generally, one field trip per semester is considered reasonable for a department, section of a department, or group.
 - a. Consideration will be given when a departmental club or class has plans for separate field trips in the same semester. The Executive Vice President's Office must approve additional trips in advance.

E. Out-Of-State Trips

1. A written request to plan an out-of-state field trip must be submitted to the Executive Vice President's Office for approval prior to making arrangements for the field trip.
2. Out-of-state travel forms are required for field trips and must be submitted to the President's Office at least seven days preceding the date of the approved trip.

F. Overnight Trips

1. When students and faculty are scheduled out overnight as a part of an approved campus activity, all participants must sign and submit the participant acknowledgement form, indicating they are aware of the campus expectation of no tolerance and our drug free campus. The participant acknowledgement forms are to be handed into the Student Life office at least two days prior to departure. See also Policy 1-018, Drug Free Campus.

Approved: August 1996
Revised: September 2005
Revised: August 2007
Revised: July 2009