



## **Kutztown University Policy ACA-005**

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### **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  
August, 2015  
August, 2016  
August, 2017  
August, 2018  
August, 2019  
August, 2020