

## Course Field Trips

All course field trips contemplated for a given semester will be registered with the Department Chair at the beginning of that semester together with supporting rationale for the trips. The chairperson will release the resulting semester field trip slate to the School Dean for announcement to the faculty.

When exact dates cannot be assigned for field trips registered at the beginning of the semester, these dates are to be determined at least four weeks in advance of the trips and reported to the School Dean for announcement to the faculty.

Field trips should be planned to minimize their disruptive effects. For example, mid-semester and end-of semester scheduling should be avoided.

Students are expected to participate in a planned field trip unless excused by the faculty member planning the event.