



Policy Title: Domestic Field Trip Policy

Effective Date: November 2019

Approved by: CAP Dean's Office

Last Reviewed/Updated: November 2019

Applies to: All College of Architecture and Planning students, faculty and staff

This policy applies to domestic travel only. For policies and documents related to international travel, please refer to the Office of Risk Management's International Travel page here:

<https://www.cu.edu/risk/services/international-travel>

The College of Architecture and Planning follows campus policy number 1037 (Domestic Travel Policy for Faculty and Staff) with only the following exception: The College requires Risk and Emergency Response Plans for all fieldtrips to higher risk locations such as active construction sites, regardless of whether they are exempted from this requirement by campus policy 1037 because they are in the Denver Metro area and/or the associated travel does not include an overnight stay.

This College of Architecture and Planning policy covers all field trips led by faculty or staff within the college, whether or not the field trip is associated with credit-bearing courses. Instructors must make accommodations for students when class-related field trips conflict with other courses or personal responsibilities.

Faculty and staff members are responsible for meeting all the conditions of campus policy 1037 for any domestic travel including travel with or without overnight stays. Department chairs and program directors within the college are responsible for approving all field trips. This approval will be in the form of approving syllabi for all courses that contain field trips. Syllabi are to be turned into the department chairs or program directors per their departmental course approval schedule. All syllabi should:

- Clearly establish the academic nature and educational value of the experience, and the importance of the travel to the student's degree program that makes it essential
- Identify the educational experience that the field trip offers **and/or** the locations that will be visited during the course.
- Incorporate information from University Risk Management off-campus guidelines, checklists, and other resources at <http://www.cu.edu/risk/off-campus-activities>, and
- Identify risk of travel and field visit including means of student transportation to site.

Faculty members are responsible for getting waivers when applicable. *The Participant Notice of Risk and Waiver* is appropriate for students or other individuals participating in field trips for educational purposes.

Identifying risk of travel includes identifying risks involved in means of student transportation to and from the site. Instructors are to acquire completed appropriate waivers whether or not university-sponsored transportation is used, or if the risk of the activity necessitates the use of a waiver.

If other non-employees including community partners are attending field trips in order to provide educational value to the field trip and they are accompanying the CU group on the trip, a Volunteer Waiver may be a more appropriate tool to use, please review the information at <https://www.cu.edu/risk/volunteer-trainee-and-minor-participants> in the Volunteer tab.

Using the appropriate waivers not only protects the university, but as importantly it protects individuals other than faculty, staff, and students who contribute to educational delivery. <https://www.cu.edu/risk/>

Waivers can be found here: <https://www.cu.edu/risk/general-waivers-and-consent> and at the Volunteer tab <https://www.cu.edu/risk/volunteer-trainee-and-minor-participants>.

Additional information about waivers, risk, and off-campus activities can be found here: <http://www.cu.edu/risk/off-campus-activities>.