

Policy on Field Trips in the College of Architecture and Planning

- This policy sets out the conditions under which field trips may be organized as a part of classes offered by the college. Field trips typically take two forms: day trips to locations in the Denver/Boulder metro area, and extended trips to location regionally and nationally. Both forms need to follow the field trip policy.
 - Faculty intending to incorporate a field trip into their classes must complete a Field Trip Authorization for the chair's review and associate deans before including any field trip in their course syllabi.
- + **conditions**
- The faculty member offering elective field trips must be a member of the regular faculty of the college, appointed at the rank of instructor or higher on an annual contract.
 - Field trips may not be offered outside of the regular semester calendar (either before classes start or after they end.) Travel outside of the regular semester must be scheduled as an approved travel study class.
 - Only field trips that take place during the period scheduled for a class may be required of all students enrolled in the class. In certain cases, required field trips may need to be taken at a time other than the scheduled class period to allow for extended travel times to the site of the visit. If that is the case, the rescheduled class period/periods must be approved by the chair and associate dean, and must be published in the syllabus for the class.
 - Field trips that require students to meet outside of the scheduled class time may only be offered on an elective or optional basis. This is particularly important in the case of field trips that require students to meet the cost of the trip, as requiring students to pay more than the approved tuition established by the institution has the effect of establishing a course fee that has not been approved by the university or the Regents. Notification that a class will have a field trip requiring students to pay for their own travel expenses must be part of the course listing/notification so that students who do not wish to pay the required travel costs have the option to register for another class.
 - Field trips may not be offered if their schedules require that students miss other classes or scheduled events if they participate in the field trip.
 - Design/build and service learning classes and internship experiences are not considered to be classes requiring field trips.
- + **permissions:**
- Before any member of the faculty include a field trip in their course outline and syllabus, the field trip must be approved by the Chair of the department offering the class, and reviewed by the Associate Dean on the campus where the course will be offered. Faculty

members should submit the Field Trip Authorization form to their chair by no later than mid-semester of the semester prior to the field trip being offered.

- All students participating in field trips are required to sign the university's Waiver of Liability form before they may participate in any field trip offered by the college. Students must be informed that there is no university-provided insurance coverage for personal vehicles used for field trips