

Field Trip Form

DSU field trip policy:

“A student requesting a schedule accommodation for an approved official University activity has an individual responsibility to provide the instructor in each class with official written verification of the approved official University event and his/her participation . . .”

See: <http://catalog.dixie.edu/academicpoliciesandprocedures>

Instructors and university sponsors:

Complete Section One of this form (see page 2). It is the responsibility of the instructor/sponsor to ensure that students are provided at least one completed copy of this field trip form within the first week of the semester, or teaching block.

Students:

Students are required to notify their instructors in person or via email about an upcoming absence between 7-10 calendar days prior to the field trip.

Providing this reminder is the responsibility of the student and is designed to help facilitate a fair and expeditious arrangement of any make-up work, alternative assignments, or information.

Students are not exempt from any assignments or responsibilities missed due to a field trip.

Once a student receives a completed field trip form from an instructor or sponsor, the student should:

1. Complete Section Two of the form (see page 2).
2. Make photocopies of Section Two: one (1) copy for each instructor.
3. Submit one (1) copy of the “Field Trip Form” to each of your instructors. Forms must be submitted seven (7) days prior to the field trip date. (Photocopies of this form do not need to be provided to instructors whose classes will not be affected by the field trip.)
4. Keep a copy of the completed form for your records.

Section One- (To be completed by Instructor or Sponsor)

Instructor or Sponsor's Name: _____

Instructor or Sponsor's Email Address: _____

Course or Program Requiring the Trip: _____

Brief Description of Field Trip:

Date/s of Trip: _____

Beginning Time of Excused Absence: _____

End Time of Excused Absence: _____

Section Two- (To be completed by the student)

Student Name: _____

Student Email Address: _____

Student ID number: _____