



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of the Provost
and Senior Vice President for Academic
Affairs**

Policy No: AP-AA-20.3
TITLE: Field Trips
EFFECTIVE DATE: April 4, 2014
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2025

PURPOSE

To publish the procedures for conducting field trips for the University of New Orleans students.

AUTHORITY

Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System.

GENERAL POLICY

The University of New Orleans acknowledges that field trips complement classroom instruction and are considered an important part of the educational process, when appropriate. "Field trips" are defined as all events, except athletic competitions, organized and supervised by a staff or faculty member in which UNO students are taken off campus to participate in instructional or cultural activities that are directly related to their course of study.

All field trips should provide an opportunity for students to relate field trip information with classroom instruction. While the University endorses the field trip concept, it also stresses the importance of students to perform any missed class work due to the field trip in a timely manner. In addition, students are required to assume all liability for themselves when participating in University-sponsored field trips.

The procedures for coordinating and attending field trips are outlined in specific detail in this policy.

This policy and procedures memorandum applies to all students, staff and faculty members of the University participating in field trips.

- A. Field trip information must relate to classroom outcomes.
- B. If a student must miss other classes in order to participate in a field trip, it is his/her responsibility to make up all work covered during the absence.
- C. No student will be allowed to participate in a field trip sponsored by the University unless he/she has submitted a signed [Student Field Trip Waiver](#) to the instructor prior to the field trip.

- D. Only enrolled students; and currently employed faculty and staff are authorized to participate in University-sponsored field trips.
- E. Approval to conduct field trips must be obtained at least two (2) weeks prior to the scheduled event on a [Field Trip Notification Form](#).
- F. Overnight field trips require special written approval of the Provost prior to making arrangements for the trip.

PROCEDURES

- A. Each Student participating in a field trip must:
 - Advise instructors, as appropriate, of planned absence from class because of participating in a field trip;
 - Make up all class work covered during excused absence; and
 - Complete a [Student Field Trip Waiver](#), prior to attending the field trip.
- B. A Faculty Member conducting the field trip must:
 - Ensure each student has submitted a signed [Student Field Trip Waiver](#);
 - Complete a [Field Trip Notification Form](#), and obtain signature approval of the Dean and the Provost at least two (2) weeks prior to the event; and
 - For overnight field trips, obtain approval from the Provost prior to making arrangements for the trip.



John W. Nicklow
President
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**Policy Updates:
Revisions: 02/09/2022*