

**Domestic Field Trips
College of Liberal Arts**

What is a domestic field trip?

A domestic field trip is a form of faculty-led student travel, taking place off-campus and within the United States. While there is no requirement a field trip be credit-bearing, in the College of Liberal Arts these trips are often a required or optional component of a credit-bearing, campus-based course. In such case, less than 50 percent of the course may be conducted during the trip.

What is the approval process and deadline?

1. Prepare a typed [Request and Approval for a Field Trip with or without a Fee](#).
2. Attach the following:
 - basic budget, to show how the fee (if requesting) was determined
 - tentative itinerary
3. After obtaining departmental approval, submit to Christie Dunn in Coke 202 (MS 4223) by the following deadline (deadlines apply only if requesting a new fee):
 - May/Summer/Fall January 1
 - Winter/Spring August 1

Who may I contact with questions?

Christie Dunn
International Programs Manager
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