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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