



4.0.018 Field Trips (Classroom/Academic)

Effective date:	February 25, 2025
Revision date:	n/a
Approvals:	Council for Academic Planning (CAP), Executive Educational Council (EEC)
Responsible Office:	Academics
Policy Contact:	Academics

I. PURPOSE and SCOPE

Experiential learning is a valued component of the student experience at MSOE. Field trips are high-impact practices that can complement classroom learning. The purpose of this policy is to ensure that field trips are conducted in a safe and logistically feasible manner.

This policy applies to any off-campus group or small group academic field trips that occur as part of a credit-bearing class, including Senior Design travel. It does not apply to travel associated with internships, individual projects, cooperative learning work, clinicals, or on-campus field trips. Trips that fall under the Student Travel policy such as student organization/co-curricular trips or competitions are also not included in this policy.

II. RELATED POLICIES

Student Travel, Driving for University-recognized Travel, Attendance, Insurance Claims Procedure, MSOE Student Code of Conduct, Business and Entertainment Travel, Staff Handbook

III. DEFINITIONS

Field trip coordinator: Typically the course instructor or other department personnel, the field trip coordinator manages the field trip logistics, preparation, and documentation.

Field trip: Any excursion that is an integral part of the academic curriculum, where students travel to an off-campus site for educational, research, or experiential learning purposes.

IV. POLICY STATEMENT

A. Planning and Approval

- Field trips should clearly support course learning objectives.
 - The course instructor should plan the field trip in consultation with department personnel. All field trips require prior approval, following the
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procedures of the department, to ensure compliance with university safety standards, educational objectives, and logistical feasibility.

- Faculty should communicate the field trip timeline and activities well in advance. Whenever possible, faculty members should document the field trip in the syllabus at the start of the term, along with any associated fees or best estimates of fees for which the student may be responsible.

B. Student Participation

- Field trips must occur within the semester and should ideally be scheduled within the parameters of the course's scheduled time. If this is not possible, or if it extends beyond class time, the field trip coordinator must provide documentation for the students to submit to their other instructors according to MSOE's Attendance policy. Students are responsible for communicating with other instructors and for any course content they may miss.
- If a student cannot attend a field trip, it should be treated like a typical course absence, per MSOE's Attendance policy. The student must provide notice as soon as possible, and the faculty has the discretion to decide if accommodations or a substitution can be made.
- If a student has documented physical or learning disabilities, chronic health conditions, or mental health conditions that may prevent or interfere with participation in a field trip, [Student Accessibility Services](#) can assist faculty with identifying reasonable accommodations.

C. Responsibility and Safety

- Students cannot be forced to participate in an activity that is dangerous or for which they are not prepared.
- When field trip activities may be deemed as risky, such as visiting a construction site or using tools, the faculty or site must make students aware of any risks and provide any relevant safety training.
- In case of emergency during the field trip, the field trip coordinator or faculty should contact Public Safety. Public Safety has access to emergency contact information and will reach out to contacts if necessary.
- The Student Conduct Code is in effect during all University-recognized travel and applies to all students while off-campus. The rules outlined in the Staff and/or Faculty Handbook are also in effect for employees.
- Faculty /staff must accompany students on the field trip, unless it is small group travel for an independent project.

- Students who arrive early to the field trip site, stay late, or separate from the group do so at their own risk.

D. Transportation

- The Field Trip Coordinator must arrange transportation for large group field trips and communicate the details to students in advance.
- Transportation options for large group field trips:
 - Walk or public transportation (preferred)
 - Reserve a third-party chartered bus with driver. Departments are responsible for the cost and planning (preferred)
 - Driving: Transportation plans that involves employee, volunteer, or student driving must adhere to the Driving for University-recognized Travel policy and process.
 - Driving MSOE vehicles is preferred.
 - Driving personal vehicles is not recommended for large group field trips.
 - If necessary, the CREATE Institute can assist with arranging transportation.
- For small group travel, such as Senior Design meetings, students may use personal vehicles but must be aware that student drivers are not covered under MSOE's insurance as described in the Driving for University-recognized Travel policy.

I. PROCEDURE

All field trips must be approved within the department.

II. EXCEPTIONS/APPEALS

None

III. APPENDICES

None

IV. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

Higher Learning Commission (HLC) Assumed Practices A.3, A.13

Higher Learning Commission (HLC) Criteria 1.B, 3.B

This section to be completed by the Records Manager:

Due date for review

Reviewed biennially or as needed

Public Location

MSOE Policy Library

Version History

- **2025, January 31 (CAP), February 25 (EEC):** Initial approval

Records Manager

Assistant VP of Curriculum & Knowledge Management