

Marywood University

Policies and Procedures

Domestic Field Trip Policy

Policy Statement:

Domestic Academic Field Trip Policy

Definitions

Domestic Academic Field Trips are a crucial element of education as they significantly enhance learning by providing experiences that cannot be offered on campus. For instance, site visits contextualize or improve historical or scientific data, and interviews with participants or observation of species, phenomena, buildings, areas, or events often become an essential part of course content and the study of a discipline's methodology. As such, Marywood University seeks to support and promote safe academic-related, off - campus student travel.

For this policy, a domestic academic field trip is defined as any required or optional course related or academic program-related travel and/or off-campus activity that includes students who are currently enrolled and registered at Marywood, whether part-time or fulltime, and/or any academic off-campus activity that is funded by Marywood, in part or whole. This policy applies to any and all required or optional Domestic Academic Field Trips. Clinical placements, field experiences and practica, internships, and contractually established remote sites of instruction (such as sites for flight instruction) are exempt from this policy.

Travel that does not require a faculty or staff member to organize, lead and chaperone the trip, such as travel for individual or small-group course assignments, may be exempt from parts of this policy if approved by an appropriate Marywood official.

Travel that does not meet the definition above but nonetheless includes currently enrolled students with faculty and/or academic staff shall have each traveling student complete a Non-Marywood Travel Waiver Form. These forms shall be submitted to the appropriate Marywood official a minimum of five business days

before the trip. For the purpose of this policy, 'appropriate Marywood official' refers to Department Chair, School Director or Academic Dean.

Academic student travel to international locations falls under the purview of the Office of Global Education. Faculty, staff and students shall see the Associate Provost of the Office of Global Education or their designee when considering academic student travel abroad.

Regulations:

1. A Trip Coordinator must be designated for each domestic academic field trip. The Trip Coordinator is responsible for all travel arrangements and the timely submission of all applicable forms. The Trip Coordinator shall lead and chaperone the trip, and is typically a faculty member.
2. Whenever practical and cost-effective, the travel destinations should be visited in advance by the Trip Coordinator, or an appropriate Marywood official, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
3. Travel shall have a pre-planned itinerary with dates, times and locations of stops, destinations, events, and activities, unless approved by an appropriate Marywood official.
4. The Trip Coordinator must submit for approval to the appropriate Marywood official a completed (1) Domestic Academic Field Trip Approval Form, (2) Itinerary, and (3) Domestic Academic Student Travel Waiver Forms a minimum of five business days before the academic field trip.
5. Marywood funds will not be approved for a domestic academic field trip without the prior written approval of the appropriate Marywood official. Funds for travel related costs shall not be collected from students without the prior approval of the appropriate Marywood official.
6. Driving: a) Whenever possible, accessible chartered buses or Marywood-owned vehicles should be used for transportation. Chartered buses and Marywood-owned vehicles must comply with Marywood policies and procedures, including the Vehicle Use Policy. Public transportation (e.g., regularly scheduled trains or buses) is also an appropriate means of transportation. The use of personally-

owned vehicles is permitted after a review with students of the Use of Personally-Owned Vehicles provision in the Domestic Academic Field Trip Waiver Form. b) Travel that requires currently enrolled students, faculty, or academic staff to act as drivers shall be planned to reduce driving hazards, including but not limited to driving for long periods of time, in inclement weather, and/or during night-time hours. A driver who is a currently enrolled student, faculty, or academic staff shall drive no more than 10 hours in any 18-hour period. Trips requiring more than 10 hours of driving time to reach a point of destination shall require overnight lodging. There shall be no driving between the hours of 12 a.m. and 5 a.m. without prior approval of the appropriate Marywood official.

7. Overnight stays:

a) Faculty and staff are prohibited from sharing sleeping accommodations, bathrooms, suites, or apartments with students.

b) Sharing beds is discouraged. Where sharing is necessary because of financial considerations or limited lodging, sharing shall occur only with the students' prior consent. Trip Coordinators shall establish in advance with all students the appropriate sleeping accommodations if students will be sharing the same bed. Same-sex sleeping and bathroom accommodations are strongly encouraged.

c) Students may request individual, private accommodations. An additional fee, paid by the student, may be required to accommodate such requests.

8. Prior notice of travel:

a) Required domestic academic field trips must be clearly identified as such in the course syllabus or program literature and be distributed to students at the beginning of the term, if not sooner. Detailed information about date, time, locations, means of transportation, lodging (if required), and costs for which students are responsible (if any) shall be distributed to students at the beginning of the term unless otherwise approved by the appropriate Marywood official. The Trip Coordinator shall discuss expectations for behavior during the trip, relevant emergency preparedness information, and any risks associated with the travel at the start of term and reviewed within five business days before travel.

b) Optional domestic academic field trips must be announced a minimum of five business days prior to the start of the travel, unless approved by the appropriate

Marywood official. This announcement must include detailed information about date, time, locations, means of transportation, lodging (if required), and costs for which student(s) is responsible. Expectations for behavior during the trip, relevant emergency preparedness information, and any risks associated with the activity of the field trip shall be discussed before travel.

c) Trip Coordinators shall inform students that any student who may need special accommodations including but not limited to food and lodging requirements shall speak with the Trip Coordinator and/or Office of Student Disability Services as soon as possible for information and assistance.

9. The following paragraphs shall be included in the course syllabus or program literature for required and/or optional travel:

a) Students participating in travel are expected to conform to the same standards of behavior as published in the Student Handbook. A violation of the Student Handbook regulations or local, state, or federal law may result in disciplinary action or sanction by Marywood.

b) Students who choose to travel to a destination early and /or remain at the destination after the planned activities are completed, or who separate from the group, do so at their own risk and assume all responsibility for their safety.

c) Students who will travel may potentially need special accommodations; such students should speak as soon as possible with the course instructor and/or Office of Student Disability Services, (telephone number 570-348-6211, extension 2335) for information and assistance.

Procedures

See attached:

Domestic Academic Field Trip Approval Form

Domestic Academic Student Travel Waiver Form

Non-Marywood Travel Waiver Form

Related Policies

Vehicle Use Policy

Policy History

02/19/16 – Policy establishment approved by the President of the University as recommended by the Policy Committee of the University

11/10/2022 – The President of the University approved the revisions as recommended by the Academic Council at their October 12, 2022 Meeting.

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Mary Theresa Gardier Paterson, Esquire

Secretary of the University and General Counsel