



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Field Trips

Approval for off-campus field trips should be obtained before the trip. Faculty and staff members in charge of these trips and activities must complete and submit in triplicate an Off Campus Individual/Group Visitations form, located at:

http://www.southeastern.edu/admin/stu_affairs/resources/assets/off_campus_vis_9_23_16_new.pdf

The form must be signed by the department head, the appropriate college dean, the Assistant Vice President for Student Affairs and the Provost, and list all students participating in the field trip. The Off Campus Individual/Group Visitations form should be submitted five (5) working days prior to in-state trips, and submitted at least three (3) weeks prior to out-of-state trips. Each student listed on the form must receive a copy of the approved form and show it to his/her instructors prior to the trip. If personally owned vehicles are used, liability insurance coverage and driver's license must be documented.

Students may be excused from classes because of scheduled activities in other classes that necessitate their absence, provided the activity has prior approval of the Provost.