



Off Campus Visitation Policy

Policy Statement

Southeastern Louisiana University recognizes the value of experiential learning and leadership development obtained through field experiences. Students may be excused from classes for university sponsored field trips that necessitates their absence.

Purpose of Policy

This policy outlines the approval process for field trips and the procedures by which a student can obtain an excused absence for university sponsored trips that occur at a location other than the classroom or campus.

Applicability

This policy applies to all faculty, staff, and students at Southeastern Louisiana University.

Policy Procedure

A field experience is any excursion involving students traveling off the campus that is part of a course or academic activity, athletic obligation, or student leadership experiences.

Approval for off-campus field experiences should be obtained before the trip. Faculty and staff members in charge of these trips and activities must ensure that every student traveling completes and submits a **Student Travel Request** form, located at: <https://forms.gle/U1yhJP7tnSvKZnVR6>

Students may be excused from classes provided the activity has prior approval. If a classroom excuse is needed, the faculty and staff members in charge must complete the **Official Class Excuse Request** form (page 2). The form must be signed by the department head, the appropriate college dean, the Assistant Vice President for Student Affairs/Dean of Students and the Provost, and list all students participating in the field trip. The Official Class Excuse Request 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.

[end of policy]

Official Class Excuse Request Form

This form should only be completed for off campus trips related to university sponsored student travel. The faculty or staff member in charge of the student travel must complete this form five (5) working days prior to the date of an in-state trip or three (3) weeks prior to the date of a trip out of state.

This form, when approved, will serve as the official university excuse for classes missed while on a university approved trip. Each student listed must receive a copy of the approved form and provide a copy to their instructors prior to the trip. The student is responsible for making up any course work missed during the approved trip. Faculty and students should consult the current general catalogue to determine activities for which excuses will be granted.

Prior to completing this form, the faculty or staff members in charge of this activity must ensure that every student traveling complete and submit a **Student Travel Request** form, located at: <https://forms.gle/U1yhJP7tnSvKZnVR6>

Name of Group _____ Destination _____

Date & Time of Departure _____ Date & Time of Return _____

Purpose of Field Trip _____

Names of students making trip (Alphabetical Order). If more space is needed please list names on a separate sheet and attach to each copy of this form.

Please attach a copy of each student's class schedule which includes days and times for each class.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contact for Trip: _____ Contact Phone: _____

Date Submitted: _____ Contact Signature _____
(Instructor/Faculty/Advisor)

APPROVALS:

_____ Approved Disapproved
Department Head/Director Date

_____ Approved Disapproved
Dean of the Sponsoring College Date

_____ Approved Disapproved
Dean/Vice President for Student Affairs Date

_____ Approved Disapproved
Provost Date

Comments _____

Return to the Assistant Vice President for Student Affairs/Dean of Students
Student Union Room 1301, SLU 10346, Hammond, LA 70402
Phone: (985) 549-3792 Fax: (985) 549-5647 deanofstudents@southeastem.edu