Policy *334* Version 1 *090815*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 334 FIELD TRIPS |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Housekeeping changes as follows:
1. Updating who instructors can contact for assistance (reducing down to one office, Student Life – removing University Risk Manager/Purchasing Director and University General Counsel
2. Updating the title or Dean of Student Life to Assistant Vice President/Dean of Student Life
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted: Provost Office on 8/25/15 ; Student Life on 9/4/15
* Email address of the person who should be contacted with revisions: melisssa.lamp@ndsu.edu; mary.asheim@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 334
field trips**

SOURCE: NDSU President

The Dean of Student Life should receive notification of any proposed trip out of town and a listing of names of the students who are going, their expected time of return, names of instructors/advisors accompanying students, and emergency contact information.

Instructors should obtain, at a minimum, informed consent from students going on field trips outlining the expectations of students, any unusual risks, and consent for emergency medical treatment. In some cases, releases of liability may be appropriate. Instructors can contact the Assistant Vice President/Dean of Student Life for assistance.

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HISTORY:
New July 1990
Amended October 2001
Amended October 2007
Amended November 2008