

## Oakwood University Guidelines for Off-Campus Trips

1. The Academic Dean **and** the Vice President for Academic Administration must approve all trips by an academic department.
2. Each in-residence student participating in a trip requiring overnight travel or stay must have approved leave from the Residence Hall Dean.
3. Approved chaperones are required for all trips. Chaperones must meet the requirements are specified in the Student Activities Handbook.
4. An itinerary and list of activities must be submitted to the Director of Student Activities. All activities must be consistent with the standards in the Oakwood University Student Handbook.
5. A manifest of all passengers must be submitted to the Vice President for Academic Administration and the Director of Student Activities prior to departure **one week prior to the departure date. Please email the form to the Office for Academic Administration.**
6. All overnight trips should not conflict with class schedule and school calendar. Student must not miss more than 2 days of classes. **All students on school trips must be informed that the University does not provide excused absences from classes. It is the responsibility of the student to make contact with the faculty to discuss absences and make-up work.**
7. No overseas trips may be taken during the academic year without the following:
  - a. A vote form the President's Council
  - b. A waiver of liability signed by the student and or legal guardian
  - c. Documents, check of passport and other legal documents
  - d. Proof of medical insurance for each traveler
  - e. Trip insurance for each traveler
8. All travel must be taken on registered common carrier vehicles that carry the appropriate insurance for commercial transport.
9. All requisitions for transportation must be submitted at least two weeks prior to departure. All transportation must be paid in full prior to departure. **Outstanding bills will be levied to the sponsors of the trip.**
10. All board arrangements for overnight travel must be submitted for approval. The sponsors must insure that all students traveling are provided with a minimum of two (2) meals per day [14 meal plan equivalent]. Meals must be consistent with Seventh-day Adventist church standards.

11. All lodging arrangements must be consistent with policy and standards of Oakwood University. Co-ed housing is not permitted. Chaperones are required to monitor the housing arrangements for safety and appropriateness. A housing plan must be submitted as part of the trip plan.
12. All accidents, injuries, emergencies and occurrences must be reported immediately to Campus Safety, the Director of Student Activities and the Vice President for Student Services.
13. The sponsor is the custodial of all funds on approved trips. He/She must provide accounting for such funds and receipt notifications through the Office of Student Services.

# Oakwood University Off-Campus Trip Clearance Form

**Instructions:**

An Off-Campus Trip Clearance Form must be submitted to the Office for Academic Administration for each class trip. *(See page 36 of the Faculty Handbook)*

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Class and Section#

\_\_\_\_\_  
Date of Trip

\_\_\_\_\_  
Time of Departure

\_\_\_\_\_  
Time of Return

\_\_\_\_\_  
Purpose of Trip

\_\_\_\_\_  
Location

**Class roster or a list of names of the students attending the trip:**

**Emailed to academic affairs**     Yes     No

***Students are responsible for making arrangements with their respective teachers to make up any classwork or assignments missed during this class trip.***

**Mode of Transportation Requested**

<i>Check all that Apply</i>	
<input type="checkbox"/> Oakwood University Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No    Transportation request form has been completed and approved
<input type="checkbox"/> Student Vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Evidence of current auto insurance and driver's license for each vehicle and driver has been determined.</b>
<input type="checkbox"/> Other Transportation	Describe other <b>approved</b> transportation: _____ _____

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic Administration's Signature

\_\_\_\_\_  
Date