

**Domestic Field Trips  
College of Liberal Arts**

**What is a domestic field trip?**

A domestic field trip is a form of faculty-led student travel, taking place off-campus and within the United States. While there is no requirement a field trip be credit-bearing, in the College of Liberal Arts these trips are often a required or optional component of a credit-bearing, campus-based course. In such case, less than 50 percent of the course may be conducted during the trip.

**What is the approval process and deadline?**

1. Prepare a typed [Request and Approval for a Field Trip with or without a Fee](#).
2. Attach the following:
  - basic budget, to show how the fee (if requesting) was determined
  - tentative itinerary
3. After obtaining departmental approval, submit to Christie Dunn in Coke 204A by the following deadline (deadlines apply if requesting a fee):
  - May/Summer/Fall                      January 15
  - Winter/Spring                              August 15

**Who may I contact with questions?**

Christie Dunn  
International Programs Manager  
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