

Policies and Procedures for Field Trips at California State University, Northridge
Effective date: August 23, 2010

FIELD TRIPS: The following applies to all course-related field trips in which a faculty member accompanies students to an experience that takes them away from the CSUN campus as part of an educational experience.

I. Communication about Field Trip Policies and Procedures

A. Complete information about field trip policies and procedures is easily accessible on the CSUN Office of Insurance and Risk Management website:

www-admn.csun.edu/risk/

- Contained on the site are the Field Trip Handbook, Field Trip Forms and Field Trip FAQs.
- Links to the Risk Management website are accessible from the Academic Affairs website, the Undergraduate Studies website and the Educational Policies Committee website.

B. Annually, prior to the start of the Fall semester, each academic department reminds its faculty and staff about policies and documentation requirements related to field trips.

- Included in the memo are the links to the Risk Management website and sample templates for the Waiver of Liability and Participants List.
- Faculty are reminded of the need to submit waiver forms to the department office and to create and submit a list of emergency contact information for each student enrolled in the class.

C. At the start of the Fall semester each year, the Office of Undergraduate Studies reminds department chairs and college administrators of field trip requirements, including information about the Office of Insurance and Risk Management website.

II. Field Trip documentation

A. Completed and signed Waiver of Liability forms are kept for two years in the academic department of the field trip.

B. The academic field trip Participants' List (emergency contacts) is kept in the office of the academic department for two years.

- At the end of the two-year period, the waivers and lists are shredded because of the personal information contained about students.

C. Training on documentation policies

- In the annual Fall memo to faculty and staff about field trip policies, personnel are directed to the Office of Insurance and Risk Management website in order to refresh themselves on the requirements.

III. Monitoring and Enforcing Compliance

- Proper retention of completed and signed waivers of liability is subject to verification by the College Dean's Office through spot checking with their Departments' chairs or administrative support personnel.
- Such sampling is done annually in June of each academic year. Any findings of non-compliance are shared with the chair of the department in question. As warranted, College deans discuss the issue at the first meeting of the Dean's Advisory Council the following Fall.