


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**

- 
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: