

Off-Campus Trip Request Form
(To be submitted a minimum of 2 weeks prior to trip)

School/Department/Unit _____ Class Catalog number _____

Name of class/organization _____

Students participating in this trip will miss (please check one):

No classes

One day of classes

More than two days of classes
(requires Undergraduate Council approval
at least one semester prior to trip)

Half a day or less of classes

Two days of classes

Approved by UG council on _____

Departure Date _____ Departure Time _____

Return Date _____ Return Time _____

Destination of trip _____

Purpose of trip

Method of travel _____

Cost to school/department/unit _____

I have confirmed insurance coverage for any private vehicle drivers

(Any student driver must be 21 or over.)

(Signature of professor/sponsor)

(PRINT name of Professor/Sponsor)

(SIGNATURE of Professor/Sponsor)

Date

(Signature of School/Department Dean/Chair/Unit Dir.)

Date

(Signature of Assoc. VP for Academic Admin.)

Date

Please attach a list of students (include ID numbers) who plan to go on this trip. For extended trips, provide the Associate Vice President for Academic Administration Office with an itinerary. Call the Associate VP (ext. 2912) or send e-mail (academicadmin@southern.edu) to verify the names of the participants the day after you return.

It is the responsibility of the trip sponsor to advise students to make arrangements with their other teachers about making up work that is missed.