Field Study Policy/Procedure

(Includes Field Trips and Domestic Study Away)

Definitions

For purposes of this policy, field study includes:

- **Field Trips:** Any program in which CSC faculty and/or designated CSC representatives accompany students to off-campus locations within the United States and in which the group <u>does not stay</u> more than two nights and/or the distance of the location is <u>not farther than 500 miles</u> from Chadron, Nebraska.
- Domestic Study Away: Any program in which faculty or designated representatives of CSC accompany students to off-campus locations within the United States and in which the group stays more than two nights and/or the distance of the location is farther than 500 miles from Chadron, Nebraska.

Program Leadership

- Field Trips require at least one approved adult leader representing CSC.
- Domestic Study Away requires at least two approved adult leaders representing CSC, **OR** one approved adult leader representing CSC with a pre-approved emergency contingency plan.

Required Documentation

FIELD TRIPS

All Students

• Complete and sign the Field Trip Student Agreement.

DOMESTIC STUDY AWAY

All Students

- Complete and sign the Domestic Study Away Student Agreement
- Complete and sign Student Medical Information
- Complete and sign Medical Treatment Authorization

Program Leader

- Complete "Domestic Study Away Approval" form and submit for approval
- Provide "Emergency Plan" if only one CSC representative is accompanying students

Notes

- Field Trip and Study Away Student Agreements are kept by program leader until completion of the program
- Student Medical Information and Medical Treatment Authorization forms are confidential and should be shared on a "need-to-know" basis only.
- Faculty should keep copies of all Student Medical Information forms and Medical Treatment Authorization forms with them for the duration of study away programs.
- To avoid participant selection discrimination, the Student Medical Information form and the Medical Treatment Authorization form must not be given to the participants until after they have been accepted into the study away program.