The committee recognizes that trips away from the campus are necessary and valuable parts of a college education.

The committee also recognizes that trips during class hours, especially on short notice, disrupt teaching schedules and tests planned in other departments, and may result in hardship for both students and instructors. Students are sometimes forced to decide whether the work of one course is more important than the work of another course.

Therefore, the committee recommends:

1. In order that students may avoid conflicts as far as possible, they should be provided at registration time with at least a tentative schedule which gives dates and hours of trips for each class or activity. Courses in which field trips are required should be so described in the Bulletin (Announcement of Courses) and in the semester Schedule of Classes.

2. That the person in charge of any class or group which will be absent during regular class hours circulate due notice, at least two weeks prior to the trip, to the appropriate members of the teaching staff; giving the names of students who will be absent, the date of the trip, and the purpose of the trip. This will make possible the scheduling of special activities and tests on other dates. (See attached sample form EXHIBIT "A").

3. That, if possible, trips of more than a few hours should be scheduled for weekends.

4. That, as far as possible, no trips be scheduled in the two weeks prior to final examinations, and that no trip be scheduled in the last week prior to final examinations unless it is approved by the appropriate academic dean or director.

5. That all faculty members concerned evaluate tentative trips with a view to keeping student absences at a minimum.

6. That all faculty members accept such absences, when due notice is received, as excused absences which may be made up. It is not fair to the student to face a choice of a zero in one course for missing a field trip, or a zero in another course for missing a test or recitation. Students involved should be informed that it is their responsibility to arrange for makeup work in the same manner as they would for other excused absences.

7. That field trips should be considered as equivalent to laboratory work and should be allowed compensatory class time.

8. That appropriate administrative officials be urged to allocate funds for field trip budgets.

AD HOC COMMITTEE ON TRIPS:

Arnold Jones
Ted McLaughlin
Ruth Stoveken, Secretary
John Tierney
Philip Whitford, Chairman
TO: Faculty Members
University of Wisconsin--Milwaukee

This is to request your approval for the absence of (student's name) on (date and hours) for the purpose of (purpose of trip). The above named student is expected to make up the work he will miss in your class because of his absence. Please sign this notice. This notice is to be returned to the undersigned via the student, as a token of the fact that you have been notified by the student of his forthcoming absence. Thank you for your cooperation.

(signature of person in charge)

(department of activity)

Signature of Instructor Course

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