

Student Off-Campus Trip

Occasion _____

Date of Trip _____ Destination _____

Sponsoring Organization _____

Students participating (attach list if necessary):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Time students will leave campus _____

Time students will return to campus _____

Faculty Sponsor and/or Chaperone _____

Student eligibility certified by Academic Dean _____

Trip arrangements approved by the Dean of Students _____

Please return **THREE** copies of the completed form to the Dean of Faculty's Office. One copy will be filed by the Dean of Students, one copy by the Academic Dean, and one by the Faculty Sponsor. This form must be on file in the above offices at least **five (5) days prior** to the scheduled trip.