



Franklin College of Arts and Sciences

Office of the Dean

PROPOSAL FOR FIELD TRIP

To: _____
Approving Authority – Department Head/Director and Associate Dean/Dean

1. Department making request: _____ Course: _____

2. Date(s) of Trip: _____ # of students involved: _____

3. Destination: _____

4. Purpose of trip:

5. Name of individual(s) in charge during trip: _____

6. Method of transportation: _____

Please see link for UGA procedures when a field trip request is being made. Make sure Waiver of Liability form(s) are complete.

<https://provost.uga.edu/policies/academic-affairs-policy-manual/4-07-miscellaneous-course-policies/#p-4-07-15>

Requesting Faculty Member Telephone #

Approval:

Department Head/Director Date

Associate Dean/Dean Date