**AAARG Field Trip Request**

Off-campus field trips and field experiences are essential to learning for select courses. While the UNT campus is under COVID-related restrictions, field trips that support academic courses must have prior approval. The Academic Affairs Advisory Restart Group (AAARG) reviews requests for field trips and makes recommendations to appropriate decision makers.

Prior to requesting approval for a field trip, review the following field trip guidelines and UNT System COVID Response Guidelines at [www.untsystem.edu/covid-response-guidelines](http://www.untsystem.edu/covid-response-guidelines). Also, consult with your department’s leadership for guidance and support.

**Types of Experiences:** Field experiences must contribute directly to course learning outcomes that cannot be reasonably accomplished through other means.

**Participants:** Only faculty, students registered for the course, and other academic support personnel may participate.

**Locations:** Field experiences may take place locally, within a one-hour drive from campus. Outdoor experiences are preferred. Indoor experiences will also be considered if the location adheres to CDC COVID-19 health and safety protocols.

**Transportation:** One person per vehicle is the preferred mode of transportation. Carpooling or a UNT van with proper social distancing are possible alternatives for students without personal transportation, but may result in a close contact. No more than one person per row of seats in the vehicle may meet social distancing guidelines, depending on the size of the vehicle. Determine student transportation needs prior to traveling and consult with risk management for assistance. If a university vehicle is utilized for travel, the driver must complete an [University Driver Request Form](https://riskmanagement.unt.edu/Risk-Finance-Claims-Administration/Insurance/University-Driver-Requirements) through Risk Management Services and all drivers and passengers must adhere to the [UNT Policy 07.001 Student Travel Policy](https://policy.unt.edu/policy/07-001).

**Safety Protocols:** Social distancing of 3 feet is required during the field experience and when using alternative modes of transportation. Students should be in smaller groups during off-campus experiences to maintain social distancing.

**Options for Non-Participation:** Field trips must be optional. If field trips result in a grade, students who are unable or unwilling to participate must have an option to obtain a grade through an alternative assignment or experience.

**Prior to Travel:** Faculty have the responsibility to remind students to follow self-reporting guidelines and not participate if they are exhibiting any COVID-type symptoms. Reinforce the importance of contacting the COVID Hotline to report symptoms or a positive COVID test.

Use this form to inform AAARG of your field trip plans and describe protocols in place to maintain a safe and healthy environment consistent with the above guidelines. Submit the completed form to Brenda Kihl at [Brenda.kihl@unt.edu](mailto:Brenda.kihl@unt.edu). The review and approval process may take up to 2 weeks.

**AAARG Field Trip Request Form**

**Name of Requestor:** Click or tap here to enter text.

**Department/Unit:** Click or tap here to enter text.

**Field Trip Details**

**Field Trip Destination:** Click or tap here to enter text.

**Distance from Campus to Destination:** Click or tap here to enter text.

**Course(s) Requesting Field Trip:** Click or tap here to enter text.

**Date/Time of Field Trip:** Click or tap here to enter text.

**Transportation Plans:**

Include details about expected modes of transportation and how you will ensure student travel to the destination is consistent with guidelines and documented for contact tracing purposes.

Click or tap here to enter text.

**Anticipated Participants:**

(Attendees may include students enrolled in the associated course(s) and limited participation by additional faculty and staff. Outside visitors are currently restricted from the UNT campus.)

**Who will Participate in the Field Trip:** Click or tap here to enter text.

**Number of Students in Course:** Click or tap here to enter text.

**Number of Faculty:** Click or tap here to enter text.

**Number of Others:** Click or tap here to enter text.

**Explain how the field trip supports course or program learning outcomes and why it is preferred over virtual alternatives:**

Click or tap here to enter text.

**What learning options are available to students if they are unable or unwilling to attend due to COVID-related concerns?**

Click or tap here to enter text.

**Describe the procedures that will be used during the field trip to maintain appropriate social distancing, PPE and sanitation protocols consistent with UNT Guidelines:**

Click or tap here to enter text.

**Additional information:**

Click or tap here to enter text.

Thank you for putting this added effort into your planning to support a healthy UNT community. If you have questions about this form, please contact Brenda Kihl at [brenda.kihl@unt.edu](mailto:brenda.kihl@unt.edu).