

Pen in Stanford Course-Related Travel Policy and FAQs

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Stanford Course-Related Travel Policy

Where allowable by the current [university travel policy](#), students may participate in field trips and other travel activities associated with Stanford courses. In addition to restrictions imposed by the [university travel policy](#), all course-related field and travel activities must follow Stanford COVID-19 policies and guidelines regarding face coverings, transportation in vehicles, lodging, and meals. Additionally, all arrangements must be clearly communicated to students in the course syllabus to allow students to make an informed decision about participation in the course before the final study list deadline. Course-related travel should be optional and instructors are encouraged to provide an alternative activity for students who choose not to travel off campus. A plan for isolating symptomatic participants in the field, or returning them to campus for isolation must be included in a field safety plan. Programs, departments, and schools may have additional restrictions or procedures. Instructors must consult with department administration about all course-related travel and field trips.

FAQs

For Instructors

Does this policy apply to graduate student only courses? Yes. This policy applies to all course-related field trips.

Does this policy apply to research field trips? No. Field Research falls under a separate policy. However, this policy does apply to an academic course that includes field research.

Who in my department do I need to consult with for all course-related travel and field trips? This may depend on the department or program you are in, but is likely either the Director of Finance and Operations, Student Services Officer, or Program Director. If you are uncertain, contact your department chair.

I'd like to offer a field course that is mostly or entirely in the field, do I still need to provide an alternative activity? Not necessarily. If travel to the field is an essential part of a course and can not be missed, students who do not wish to participate in the travel should be advised to take this course in a future quarter or consider other course electives. If the field course, or a field or travel component, is required for degree progress, instructors should contact their department chair or school dean's office for further guidance.

What is a Field Safety Plan? A field safety plan is a written document that details your travel plans, potential risks and mitigations, as well as emergency response procedures. [View details for what should be included](#). If you have questions about your plan, or would like assistance in creating one, you can contact [EH&S Field Safety](#).

For Department Administrators

An instructor is asking to run a field trip for a course, what do I need to do? Check to make sure that the proposed course activity adheres to the [university travel policy](#), the additional policy on [course-related travel](#), and any other university policies such as masking requirements, lodging restrictions, or vehicle capacity limits. Confirm that your department does not have any additional school or department-level restrictions. If you have any questions or are unsure of the requirements please reach out to [EH&S Field Safety](#) or your local Dean's Office.