

The University recognizes that educational activities that take place off campus are valuable to the students and that faculty who undertake these activities are performing a service to the University and advancing the educational enterprise.

Because faculty cannot be expected to supervise student activities without interruption during the hours, days, and even weeks of an extended trip with students, it is understood that the faculty member in charge may schedule periods of free time for the students and may dismiss them at the close of each class. A class is the period of time between the convening and the dismissal of the students. During free time, faculty members are on call rather than on duty; in the event of an emergency, they are expected to act to the best of their abilities on behalf of APSU as its primary employee on site.

For example, a field trip including an overnight stay may have off-duty time announced in the schedule of activities distributed to the students. Students may be provided with informational materials to reiterate the concept of off-duty time, and the itineraries for excursions may mention specific free time periods. If a problem arises during a free time period, such as in the middle of the night, the faculty member will deal with it as a reasonable person would.

If students are required to meet at an off-campus location for a mandatory class activity, the university will be responsible for providing transportation, and the faculty member will be on duty during the travel time. If students reject the university-provided transportation, the university and the faculty member will not be liable for any incidents related to travel. The university is not required to provide transportation for students to non-mandatory events. When students provide their own transportation to and from a non-mandatory event, faculty will not be liable during the travel time. Faculty members are only on duty from the time the class is convened to the time it is dismissed.

Faculty members who comply with these guidelines will have no more nor less liability than they would if they were on the APSU campus. When the class is under their exclusive control and they are on duty, they will have the same responsibilities as if they were on campus under normal classroom conditions.

These guidelines are intended to assist the faculty in planning and carrying out off-campus educational experiences, so they can continue to supplement the classroom education of our students.