



Academic Affairs
UPDATED Request for Approval: **Off-Campus Activity or Event**
Spring/Summer 2021

What events must be approved?

Until further notice, all TCU sponsored activities and events, including those held at an *off-campus* location, must be approved using the process described in this Form.

Who must approve events and what is the process?

Please see guidelines below specific to the activity.

Starting February 15:

- **Research Activities (Faculty and Graduate Students):** Faculty and graduate students may engage in off-campus research activities that are local or drivable (air travel suspension is still in place until May 15, 2021). It is essential that all activities are carried out in accordance with COVID-protocols as described by Tarrant County authorities and TCU guidance. This includes physical distancing and the wearing of masks.

Activities that involve engagement with the community should include a health and safety plan filed with and approved by the Dean. Should the dean have concerns about whether the protocol meets relevant guidelines, the dean should submit the plan for review to TCUConnectedCampus@tcu.edu.

Graduate students must sign the Informed Consent and Assumption of Risk Form including the COVID addendum. The dean is responsible for maintaining a log of off-campus research activities and file of forms and submitted health and safety plans.

Starting March 5, 2021:

- **Undergraduate Student Research:** Undergraduate students may engage in off-campus activities that supports students research. These activities must be local or drivable as the air travel remains suspended until May 15, 2021 unless extended. It is essential that all activities are carried out in accordance with COVID-protocols as described by Tarrant Country authorities and TCU guidance. This includes physical distancing and the wearing of masks.

Activities should include a health and safety plan filed with and approved by the Dean with particular attention to activities that involve engagement with the community. Should the dean have concerns about whether the protocol meets the relevant guidelines, the dean should submit the plan for review to TCUConnectedCampus@tcu.edu.

Students must sign the Informed Consent and Assumption of Risk Form including the COVID addendum. The dean is responsible for maintaining a log of off-campus research activities and file of forms and submitted health and safety plans.

- **Class-related or program related off-campus activities or field trips:** Instructors may lead off-campus activities that directly related to course learning outcomes. These activities must be local and drivable. It is essential that all activities are carried out in accordance with COVID-protocols as described by Tarrant Country authorities and TCU guidance. This includes physical distancing and the wearing of masks. The instructor must also ensure that physically-distanced transportation is accessible by all class participants.

Please submit your request for approval to TCUConnectedCampus@tcu.edu using the regular approval form. Students must also sign Informed Consent and Assumption of Risk Form and COVID addendum prior to participating. These forms must be maintained in the relevant dean's office.

Does each activity require a health and safety plan?

The activity review and approval process requires the Dean to assess multiple risk factors associated with the activity in making a determination. Therefore, each proposal should include a health and safety plan. The standard health and safety plan can be adapted to a variety of classroom-type settings. Please contact Sandy Callaghan (s.callaghan@tcu.edu) if an activity structure is more complex and requires additional review by Campus Emergency Management (Sean Taylor).

****Important Note:** The Informed Consent and Assumption of Risk Form and COVID addendum require that the program sponsor (TCU employee) provide information including specific risks of the travel or program. See blocks highlighted in yellow on the Informed Consent and Assumption of Risk Form.

Academic Affairs Request for Approval: Off-Campus Activity or Event

Name of Activity			
This activity is schedule during:			
Spring 2021		Summer 2021	Note that Summer 2021 activities may be submitted for consideration, but approval is pending guidance by the University.

Sponsoring Department or Unit	
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Description of Activity	
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Date(s) of Activity		Time (Start/End)	
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Location of Activity (describe as appropriate)	
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Briefly describe why the location and timing of this event is consistent to the mission of the University or to ensuring academic continuity for participants. Please also address why the outcome cannot be achieved virtually or with some other adaptation.

Anticipated Number of Participants:	Students		Employees	
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Description of Student Participants (attach list if additional space is required)

Please identify leaders/facilitators (with title or description)

Will any participants or vendors be in attendance who are not affiliated with TCU (student/employee)?	YES		NO	
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If yes, please describe

What is the potential for negative impact of this activity to the external community (outside of TCU)? Include the impact if this activity were not approved.

Does participation in the activity require travel/transportation?	YES		NO	
If yes, please describe (private car alone or with others, air, overnight, hotel, etc.)				

Will food be served? If yes, please describe (include vendor and food service arrangement such as boxed, buffet, etc.)	YES		NO	

Will any aspect of the event be conducted outdoors?	YES		NO	
If yes, please describe				

Do any planned activities require physical contact or limit the ability for participants to maintain 6 ft physical distancing?	YES		NO	
If yes, please describe				

*** Attachments:**

- Please attach anticipated participant list with role (student, instructor, campus visitor, etc.)**
- Please attach program itinerary, as appropriate**

I request approval for this activity or event

Organizer Name (printed)		Date	
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I have reviewed the activity proposal including the health and safety plan. I approve this activity, noting that this activity proposal:

- is mission critical and timing critical if approved for Stage 3.
- is consistent with the priorities of the College.
- adheres to current University and state and local guidance for health and safety and permitted activities.
- is consistent with the criteria and intention of the guidance provided for the staged return to increased activity in Academic Affairs.

(Dean or Vice Provost/Associate Provost when there is no Dean in the reporting line):

Name (printed)		Date	
Dean Signature <small>(You may use Adobe Sign)</small>			

Please provide any additional notes or caveats included in your approval: