



April 1, 2013

TO: Chapman University Faculty
FROM: Daniele C. Struppa, Chancellor
RE: Instructions Regarding Waivers and Releases

University policy requires that all students participating in any off-campus field trip or similar excursion sign a Waiver of Liability, Assumption of Risk, & Indemnity Agreement form (hereinafter "Release"). The faculty member arranging/hosting the trip has responsibility to obtain these signed releases and to maintain them on file for a period of not less than five years from the date of the activity for which the Release was obtained. However, should a participant make a claim for an injury incurred during the activity in question, or if a participant threatens or even mentions the possibility of making a claim, notice is to be immediately rendered to Allan F. Brooks, Director, Risk Management. An Incident Reporting Form can be found on the Risk Management website [Resources Page](#) under Forms & Tools and is labeled Incident/Accident Investigation Report ([Form](#))

For your convenience, we have created an electronic waiver form, or *eWaiver* to streamline this process. You will login to the site and create your custom *eWaiver* for each field trip. With this approach, the system will create a web link that you can email to participants, allowing them to sign your waiver electronically. You will receive a link that provides a report identifying those persons who have signed the *eWaiver* and you can export the list into Excel. With the *eWaiver* you eliminate the collection and storage of hard copy forms. Faculty can [click here](#) to access the Online Waiver Administration System. For more information visit the Risk Management [Waiver Agreements](#) web page. Full instruction on the use of this form can be found on that site.

With the new *eWaiver*, we will be phasing out the use of the traditional hard copy form. That form will be available for a limited time and can be found on the Risk Management Waiver Agreements web page or by clicking in this [link](#). If the hard copy form is used it must be retained as described above.

In customizing either form, it is essential that the Waiver uniquely describe the activity(ies) in question for each trip for which the Release is used. Please be certain to tailor the risks identified to reflect (to the extent possible) the actual risks that one might reasonably expect in connection with that particular activity.

With regard to transportation, unless you have arranged charter service or the use of a Chapman University van, students should be advised to arrange their own transportation to the field trip site. The University does not want to be involved in coordinating any personal carpooling arrangements. Generally faculty will advise the student to make their own travel arrangements and meet at the destination at the specified time.

If you have any questions regarding the use of Waivers please contact Allan F. Brooks, Director, Risk Management at 714-532-7794 or abrooks@chapman.edu.

Thank you.