

**Campus Administrative Policy**

**Policy Title:**           **International Travel Policy for Students**

Policy Number:   7015                      Functional Area:           Student Affairs

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Effective:                                      April 1, 2020  
Date Last Amended/Reviewed:            March 30, 2020  
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Supersedes:                                  International Travel Policy for Students (July 1, 2012)

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Applies to:                                  CU Anschutz  
  CU Denver  
  CU South Denver Location

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**A.    INTRODUCTION**

This policy supports education and experiences abroad by balancing the value of participation in activities internationally with the potential risks to the welfare and safety of students. This policy establishes the minimum requirements to mitigate and manage risks associated with university-affiliated international travel by students.

“International” or “abroad” is defined to include U.S. territories as well as any country outside of the United States.

“Student” is defined as any participant in a university-related activity abroad. “Student” may include, but is not limited to: an enrolled student, member of a student organization, member of the Wellness Centers, medical resident, alumnus, or program guest.

“University-related activity abroad” includes, but is not limited to, any activity supported by the university by way of use of university funds or financial aid; any activity related to academic credit, experiential learning, service learning; or support from a university employee such as organization, coordination, or supervision of activities abroad.

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## **C. POLICY STATEMENT**

The university facilitates student international travel and education abroad to foster interpersonal, academic and career development, as well as cross-cultural understanding, while encouraging sound health, safety, and security measures that minimize risks to the traveler and institution. The Office of Global Education is charged by the Provost with oversight of all student international travel. Therefore, all students, faculty, or staff involved with individual or groups of students traveling under the auspices of the university must contact the Office of Global Education for specific processes.

This policy applies to any student traveling under the auspices of the university through the use of funds, group affiliation (e.g., through “affiliated” or “associated” student organizations, Alternative Break, service learning, or adventure travel), or to fulfill academic requirements, or for experiential learning experiences. These experiences include, but are not limited to study, service learning, research, internship, clinical rotation, practicum or capstone project, or experiential learning.

All classes of students fall under this policy, including but not limited to: non-degree, undergraduate, graduate, doctoral, medical student, and resident. This policy does not apply to student international travel for solely personal purposes such as vacation or non-university work-related activity that has no affiliation with the university.

## D. TRAVEL APPROVALS

1. The university, in its sole discretion, may deny approval for student international travel. In addition, travelers may be required to submit a request for permission to travel to locations or participate in programs that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State (USDOS), such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities, or international travel assistance provider), and University of Colorado Denver | Anschutz Medical Campus authorities.
2. Travel to locations with USDOS travel advisory **Level 1 - exercise normal precautions, or Level 2 - exercise increased caution**, must have support of the academic department or sponsoring unit head and follow all required pre-departure and in-country requirements defined by the Office of Global Education.
3. Any student wishing to travel for academic purposes or any faculty or staff member overseeing travel with any university student(s) pursuing an academic goal to a location with a USDOS travel advisory rating of **Level 3 - reconsider travel**, must first obtain approval from the academic department or unit head, then file a travel appeal through the International Risk Management Committee (IRMC) to seek Provost approval. The travel appeal request must be approved before the program/international opportunity will be confirmed. Contact the Office of Global Education for guidance in the travel appeal process.
  - a. Considerations for approval include, but are not limited to, the compelling justification for the academic program/experience to be in the high-risk location; relevance and meaningfulness of the academic goals; foreseeable health or safety concerns and their mitigation measures; traveler's experience; and the level of support in country.
  - b. Unit or departmental policies may prohibit a student or group of students to request the appeal, such as with student organizations.
4. Student travel, with or without accompanying faculty/staff, is prohibited to locations with a USDOS travel advisory rating of **Level 4 - do not travel**.
5. Exemption: An international student who holds U.S. student visa and who is returning to their home country for a university-sponsored experience where the home location has a USDOS Level 3 or Level 4 advisory, need not file a travel appeal. But, proof of citizenship/permanent residency must be provided to the Office of Global Education at least six weeks prior to departure. Such students are still required to complete the standard pre-departure requirements.

## E. REVOCATION, SUSPENSION OR MODIFICATION OF TRAVEL APPROVALS

When a significant health or safety concern arises (e.g., natural disaster, political disturbance, deteriorating security environment, disease outbreak, etc.), the IRMC will

review student travel currently in progress and make recommendations to senior leadership who will determine if such activity may continue in light of the circumstances. The university, in its sole discretion, may withdraw approval for or insist on modifications of international travel at any time. The Provost, or the Provost's designee, has final decision-making authority on university-related international travel.

#### **F. ADDITIONS OR MODIFICATIONS TO APPROVED TRIPS OR PROGRAMS**

If an approved international experience adds a new activity or academic track that materially changes its risk profile, an explanation will be required of how perceived risks will be mitigated. The applicant should consult with the Office of Global Education to determine which parts of the application require review.

#### **G. PROGRAM CANCELLATIONS**

1. If the university cancels a program before departure or while the program is in progress for reasons beyond its control, including but not limited to, political unrest, danger to participants' safety, natural disasters, or changes to the USDOS travel advisory or CDC warning, participants may incur financial losses in the form of lost fees and tuition, or additional travel expenses in connection with program cancellation. Participants may or may not receive academic credit if a program is canceled. In the event of program cancellation, the university will make efforts to minimize the financial loss to students.
2. The University of Colorado Denver| Anschutz Medical Campus does not assume responsibility for financial risks associated with participation in its education or experiences abroad opportunities. Students, staff, and faculty are encouraged to consider supplemental insurance options, such as trip insurance, to cover losses if programs or activities are canceled. Supplemental insurance is also helpful if a traveler needs to cancel participation in a program or return early due to unforeseen personal emergencies. Such insurance is not required by the university and must be purchased on an individual basis.

#### **H. UNAFFILIATED GUESTS ON GROUP TRAVEL (E.G., SPOUSES, CHILDREN)**

The university does not support or condone accompanying unaffiliated travelers on official university programs. The university does not permit unaffiliated travelers to accompany the group on any international programs or activities during the entire duration of the program or activity. "Unaffiliated travelers" refers to family members, friends, and other individuals not associated with the particular program. Exceptions may be requested through an appeal process with the IRMC.

#### **I. PRE-DEPARTURE REQUIREMENTS**

Listed here are the minimum requirements for student international travel. International experiences organized by the university may have additional requirements. Contact the

Office of Global Education for requirements, timeline, and process based on the type of travel.

**Minimum Requirements:**

- Travel approved by academic department or unit head (e.g., chair/dean, Global Education Advisory Committee, Director of Experiential Learning Center, Director of Student Life, Director of Wellness & Recreation Center).
- Register with the Office of Global Education, to include emergency contact information, contact information while abroad, etc.
- Register with the university's travel assistance provider, currently International SOS.
- Purchase of international medical and evacuation insurance as recommended by the Office of Global Education.
- Sign Student Release and Waiver detailing academic, financial, behavioral, travel risk, and health-related responsibilities while abroad.
- Complete the pre-departure orientation, which may be completed online for some travelers.
- If necessary, obtain a successful travel appeal (for countries or regions with U.S. Department of State travel advisory Level 3).
- Submit an Emergency Action Plan (EAP). This is required for group travel and highly recommended for all travelers.

**Recommendations:**

- Address any personal health and safety concerns (e.g., meet with primary care doctor or visit immunization clinic, Student & Community Counseling Center, or other support service).
- Contact Disability Resources & Services if any accommodation would be required.
- U.S. citizens should register with the U.S. Department of State's Smart Traveler Enrollment Program (STEP).
- Review online information about destination(s) via U.S. Department of State, Center for Disease Control, World Health Organization, travel assistance provider (International SOS), and insurance provider websites.
- Contact travel assistance provider for detailed security and health information about destination(s) and itinerary.

**J. IN-COUNTRY REQUIREMENTS**

**Requirements:**

- At all times carry an electronic and hard copy of the EAP which includes international medical and evacuation insurance information and the closest medical facility.
- Uphold the Student Code of Conduct - Students traveling under the auspices of the university are expected to uphold the Student Code of Conduct.

- A student may be dismissed from the abroad experience for conduct that is disruptive to the program experience, including but not limited to safety concerns, reputation, or academic integrity of the program, the student, other participants, or the university. Should a student be dismissed, the student may not be reimbursed for the program fee, may suffer academic consequences, and is responsible for all expenses related to immediate departure from the country. The student is responsible for any direct damage caused to university property, or property owned and maintained by the university's partners or contractors.
- Fully participate in required program activities.
- Adhere to university policies/procedures.
- Obey laws of host country and U.S. as applicable.
- Neither students nor university employees are permitted to drive motor vehicles (including but not limited to electric or gas-powered scooters, motorbikes, motorcycles, recreational vehicles, and cars) while participating in a university-related opportunity abroad. A traveler returning to one's home country may appeal this restriction to the IRMC.

Recommendations:

- Apprise university contact of any changes to itinerary, address and contact information while abroad. Changes should be submitted as soon as possible and at a minimum within 24 hours of the change taking effect.
- Download the International SOS app to receive health and security alerts in country.

**K. CONSEQUENCES OF VIOLATING POLICY/TRAVEL IN VIOLATION OF THIS POLICY**

1. Individual students who have not obtained travel permission (or whose travel program administrators have not obtained travel permission) will not receive academic credit nor institutional funds, including financial aid or grant funding, for related international travel activities, and may be required to pay back any spent funds. Employees who knowingly facilitate undisclosed or unapproved or non-reviewed university-sponsored student international travel may be subject to discipline under university policies and procedures, including termination of employment.
2. Students who choose to travel in violation of this policy are acting outside the control and responsibility of the university.

**NOTES**

1. Dates of official enactment and amendments:  
 July 1, 2012: Adopted by Provost  
 November 2, 2018: Modified  
 April 11, 2020: Revised/reissued by the Chancellors
2. History:

November 2, 2018: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article Links, University branding, and formatting updated by the Provost's Office.

April 1, 2020: Language changes were required to be consistent with the USDOS' travel advisory levels. Addressed non-academic student international travel (e.g., for conferences or Alternative Breaks). Also, Health and Wellness Center now facilitates "Adventure Travel." Definition of "Student" was expanded to include these new types of travel. "International" and "abroad" definitions now cover U.S. territories where emergency services may not be commensurate with those found in the continental U.S.

3. Initial Policy Effective Date: July 1, 2012
4. Cross References/Appendix: N/A