



**Campus Administrative Policy**

**Policy Title: Oversight of International Travel by Faculty, Staff and Students**

Policy Number: 1036      Functional Area: **Academic and Faculty Affairs**

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Effective: January 1, 2013

Date Last Amended/Reviewed: January 1, 2013

Date Scheduled for Review: June 30, 2020

Supersedes: N/A (New)

Approved by: Donald M. Elliman, Jr.  
Chancellor

Prepared by: Office of the Provost  
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Anschutz Medical Campus  
University of Colorado Denver

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**A. INTRODUCTION**

This policy outlines the oversight responsibility of the Office of International Affairs for all university-related international travel undertaken by University of Colorado Denver | Anschutz Medical Campus faculty, students, staff and non-university-affiliated travelers accompanying university international travelers. Because of the risks to the university, its employees and students that may arise from international travel, such as political unrest, violence, natural disasters and health threats, the Office of International Affairs is granted oversight of all international travel.

**B. POLICY STATEMENT**

1. The role of the Office of International Affairs (OIA) is to establish policies pertaining to safe, risk-managed international travel, to outline procedures and provide guidelines for the implementation of these policies, and to provide oversight and review of international travel activities within nationally recognized standards of best practice.

2. Within the OIA, the Office of Global Education is responsible for direct oversight of all student-related international travel.
3. The Office of International Affairs will establish an [International Risk Management Committee \(IRMC\)](#) to assist with execution of its international risk management responsibilities.
  - a. The IRMC is charged to assess the University's international risk, to recommend new policies that will enhance university international risk management and risk mitigation capacity, to develop international risk management services and protocols, and to provide continuous oversight and review of international risk.
  - b. Assessment of risk for international travel is entrusted to the IRMC, composed of the Assistant Vice Chancellor for International Affairs, Director of Global Education, Director of University Risk Management, Director of International Operations, a faculty representative from each of the two faculty assemblies at CU Denver and CU Anschutz (selected by the respective faculty assembly) and other members deemed necessary by the OIA or the Provost. The IRMC reports to the Provost.
4. Personnel traveling under the auspices of the university are required to obtain a Travel Authorization following established university guidelines: <https://www.cu.edu/psc/travel>. International travel strictly for personal or other reasons that do not pertain to their roles as employees or students of the University is not covered by this policy. (Note: Grant-funded international travel, where the grant is processed through the University or the CU Foundation, is subject to this policy as well as to any regulations set by the granting agency.)
5. The IRMC and OIA shall also establish guidelines, protocols, and procedures it deems necessary to manage the risks associated with international travel. Any employee, student, or non-university-affiliated traveler accompanying university international travelers shall abide by the guidelines, protocols, and procedures of OIA and any limits placed on international travel by the Provost.

## **C. RESTRICTIONS ON INTERNATIONAL TRAVEL**

The Provost, in consultation with the IRMC, may limit travel to international locations or study abroad programs in locations deemed unsafe or an unacceptable risk for University employees and students. Any ruling against travel abroad may be appealed to the Provost.

## Notes

1. January 1, 2013: Adopted by the Chancellor.  
June 7, 2018: Modified.
2. History:  
June 7, 2018: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
3. Initial Policy Effective Date: January 1, 2013
4. Cross References/Appendix:
  - [University of Colorado Administrative Policy Statement 4024, Travel Authorization](#)