



Administrative Policy

Title: International Travel Policy for Students

Source: Office of the Provost


Prepared by: Office of International Affairs

Approved by: Roderick Nairn
Provost and Vice Chancellor for Academic and Student Affairs

Effective Date: July 1, 2012

Replaces: New

Applies: All Campuses



A. Introduction

This policy outlines the rules for international travel for University of Colorado Denver students receiving academic credit.

B. Policy Statement

Students who engage in international travel for study or experiential learning are responsible for knowing and complying with all policies pertaining to student travel.

B.1. Categories of Student International Travel and Activities

The University will only recognize and support approved international travel undertaken for academic credit or to fulfill a degree requirements. The following categories of sanctioned student travel are covered by this policy:

a. University administered programs – University administered programs include “Global Study” and other programs involving a University of Colorado Denver faculty member for University of Colorado academic credit. Students are responsible for applying, registering and abiding by the rules established by the Office of Global Education.

b. Independent study on programs through a provider – Students may participate in programs operated by third-party institutions not administered by the University. The Office of Global Education and the students’ college or school must approve all international programs or activities in advance. Students must register through the Office of Global Education to maintain their enrolment in the University and be eligible for transfer credit and any applicable University awarded financial aid. Students are subject to and responsible for following all policies and

requirements of the University of Colorado Denver and the third-party provider for the duration of their enrollment in the outside program.

c. Independent study for University of Colorado academic credit or to fulfill a degree requirement

Students traveling independently to conduct research, experiential learning, clinical rotations, etc. for academic credit or to fulfill a degree requirement must register in advance with the Office of Global Education and comply with the section *Student Responsibilities and Conduct*.

<http://www.ucdenver.edu/academics/InternationalPrograms/oia/globaleducation/safety/travelpolicy/Pages/default.aspx> .

Students must provide the contact information for an agreed University mentor or supervisor, and must provide contact information for an emergency contact person in the hosting country.

B. 2. Restrictions

a. Independent or personal student travel not recognized by the University

The University does not recognize any obligation to support international personal travel or independent non-degree related student travel. Students may not register their personal travel with the university.

b. The University does not support or condone accompanying unaffiliated travelers on official university programs

The University does not permit unaffiliated travelers to accompany students on any international programs or activities for the entire duration of the program or activity. “Unaffiliated travelers” refers to family members, friends, and other individuals not associated with the University.

B. 3. Student Responsibility and Conduct during Academic International Travel

a. University policies for student international travel are designed to foster safe, positive learning experiences for all students. Students are responsible for deciding whether or not to participate in an international learning experience; and they participate in international educational programs and activities at their own risk. They are responsible for determining their threshold for risk, their actions and the choices that impact their personal safety.

b. The Office of Global Education, faculty directors, mentors and the University’s partner institutions will establish rules and principles of behavior for academic international travel. Students must abide by the rules and principles of behavior. Students are also expected to honor the University’s Code of Conduct, <http://www.ucdenver.edu/life/Pages/Health-and-Well-being.aspx>, as well as any codes of conduct established by faculty directors, hosting institutions and/or professional practice. Students are expected to learn and respect local customs. Students traveling internationally are subject to all local laws.

c. Students must comply with the following:

- Register their travel and/or participation in an education abroad program or activity with the Office of Global Education.
- Provide the Office of Global Education with accurate and complete information, as requested.
- Keep their information up-to-date with the University and Global Education, including personal and emergency contact information (US and international), travel itineraries and international accommodation.

- Verify that they have appropriate and adequate insurance and evacuation coverage for medical, security and personal emergencies that may occur outside the US.
- Attend all mandatory meetings and carefully read all pre-departure materials offered by the Office of Global Education and University faculty.
- Review and remain current with all advisories issued by the US Department of State http://travel.state.gov/travel/tips/registration/registration_4789.html , the University and other appropriate sources related to their travel plans.
- Be responsible for personal security and safety.
- Determine how they will finance their educational activities abroad, complete all financial documentation and pay all required fees prior to departure.
- Register, prior to travel, all international travel plans with the U.S. State Department (U.S. citizens), the international assistance provider (International SOS; www.internationalsos.com), and others with direct involvement with the students' well-being.
- Consider personal physical or mental health conditions that may put the student at risk of harm while traveling, inform relevant parties, and determine whether their intended travel methods or destinations might cause them harm.
- Students may not rent or drive any motorized vehicle outside the US during the registered period abroad.

B. 4. Student Dismissals

University of Colorado Denver faculty or staff may dismiss a student from a University of Colorado Denver administered program for conduct that may threaten the safety, reputation or academic integrity of the program, the student, or other participants. Should a faculty or staff member dismiss a student from a program; the student may not be reimbursed for the program fee, may suffer academic consequences, and is responsible for all his/her expenses related to his/her immediate departure from the country. Students are responsible for all damage they have caused to university property, or property owned and maintained by the university's partners and contractors.

B. 5. Student International Travel to Restricted Destinations: Determination of Restrictions and Suspension of Travel

a. The Provost, in consultation with International Risk Management Committee (IRMC) and Office of University Counsel, determines any and all restrictions or required actions pertaining to international travel to restricted areas. The Provost approves the posting of official notice of travel restrictions.

b. Student travel on University of Colorado Denver administered programs to countries with US State Department Travel Advisories including "warnings" and "alerts," or other high-risk areas. Students participating in University-administered programs to high-risk destinations, do so of their own informed choice and at their own risk. Students participating in University administered programs to restricted destinations may be subject to additional requirements and/or restrictions by the university or faculty.
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

c. Independent student travel to countries with U.S. State Department Travel Advisories including "warnings" and "alerts".

If the State Department warns or urges American citizens to defer non-essential travel or all travel to a region or country, the University will automatically suspend permission for students traveling independently, e.g., through a third-party provider or for other degree related activities. http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html

d. Student Responsibilities in Event of Travel Restrictions or Suspensions

Students are responsible for taking appropriate measures to mitigate their personal losses in the event of program suspension

B. 6. Student Appeals of Travel Suspension

Students may appeal the travel suspension to the University's International Risk Management Committee (IRMC). Please copy the following link into your browser:

<http://www.ucdenver.edu/academics/InternationalPrograms/oia/globaleducation/safety/travelpolicy/appeal/Pages/default.aspx>

- 1) The International Risk Management Committee will consider appeals in a timely manner and in consultation with relevant information sources and expert advisers. IRMC recommendations will be made to the Provost. The Provost will make the final determination.
- 2) A successfully appealed suspension may be reinstated at any time.
- 3) Students will not be eligible to receive institutional support for activities related to travel to a suspended destination, including, but not limited to, course registration (for the specified program or trip) and financial aid.
- 4) Individuals traveling to restricted destinations without a successful appeal, do so under their own private auspices and at their own risk. No University resources may be used in the planning or execution of restricted travel.