



Campus Administrative Policy

Policy Title: International Travel Policy for Students

Policy Number: 7015 Functional Area: Student Affairs

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(New)

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Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
~~University of Colorado South Denver Location~~ ~~Anschutz Medical Campus~~

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 ~~or 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 Pprovost with oversight of all student international travel. -Therefore, all students, ~~or 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 degree requirements~~or for experiential learning experiences. These experiences include, ~~including~~ 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. ~~Students (or employees on behalf of a group of students) going abroad for academic purposes may file a travel appeal for Level 3 locations; students traveling for non-academic purposes are not allowed to appeal.~~
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. ~~from the Provost~~. 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 ~~or experiential~~ goals; foreseeable health or safety concerns and their mitigation measures; traveler's experience; and the level of support in country.
 - a.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 students who holds U.S. ~~an F-1 or J-1~~ student visa and who is returning to ~~the~~ 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, but~~ proof of citizenship/permanent residency~~yt~~ 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

1. When a significant health or safety concern arises (e.g., natural disaster, political disturbance, deteriorating security environment, disease outbreak, etc), the ~~International Risk Management Committee-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 and Executive Vice Chancellor for Academic and Student Affairs, or the Provost's ~~designee~~legate, has final decision making authority on university-related international travel.

F. ADDITIONS OR MODIFICATIONS TO APPROVED TRIPS OR PROGRAMS

1. 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. ~~the university will make efforts to minimize the financial loss to students. In the event of program cancellation, the university will make efforts to minimize the financial loss to students.~~
~~-In addition to lost fees and tuition, participants may incur additional travel expenses in connection with program cancellation. Participants may or may not receive academic credit if a program is canceled.~~
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 ~~students-the group~~ on any international programs or activities ~~for the~~ during the entire duration of the program or activity. “Unaffiliated travelers” refers to family members, friends, and other individuals not associated with the ~~university~~ particular program. Exceptions ~~to this policy~~ may be requested through an appeal process ~~in~~ with the IRMC. ~~the Office of International Affairs.~~

I. PRE-DEPARTURE REQUIREMENTS

Pre-departure

Listed here are the minimum requirements for ~~all~~ 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 form~~ (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, ~~information~~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 ~~Emergency Action Plan (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.
 - o A student may be dismissed from the abroad experience for conduct that ~~may~~is disruptive to the program experience, including but not limited to ~~threaten the~~ 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 of expenses related to immediate departure from the country. The student is responsible for any direct damage caused to ~~the~~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.

A.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 ~~or~~ 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.

~~A. INTRODUCTION~~

~~This policy outlines the rules for international travel for CU Denver | Anschutz students receiving academic credit.~~

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~~A. Introduction~~

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~~C. POLICY STATEMENTS~~

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

~~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 degree requirements. The following categories of sanctioned student travel are covered by this policy:~~

~~a. University administered programs: University administrated programs include “Global Study” and other programs involving a CU 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 enrollment 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 CU 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*. 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.~~

2. ~~Restrictions~~

- a. ~~Independent or personal student travel not recognized by the University: The University does not recognize any obligation to support international 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.~~

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, 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:~~
 - i. ~~Register their travel and/or participation in an education abroad program or activity with the Office of Global Education.~~
 - ii. ~~Provide the Office of Global Education with accurate and complete information, as requested.~~
 - iii. ~~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.
- iv. Verify that they have appropriate and adequate insurance and evacuation coverage for medical, security and personal emergencies that may occur outside the US.
 - v. Attend all mandatory meetings and carefully read all pre-departure materials offered by the Office of Global Education and University faculty.
 - vi. Review and remain current with all advisories issued by the US Department of State <https://travel.state.gov/content/travel.html>, the University and other appropriate sources related to their travel plans.
 - vii. Be responsible for personal security and safety.
 - viii. Determine how they will finance their educational activities abroad, complete all financial documentation and pay all required fees prior to departure.
 - ix. 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.
 - x. 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.
 - xi. Students may not rent or drive any motorized vehicle outside the US during the registered period abroad.

4. Student Dismissals

CU Denver faculty or staff may dismiss a student from a CU 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.

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. Students may earn one to six hours of academic credit for each internship experience as determined by departmental requirements.
- 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.

- e. 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. <https://travel.state.gov/content/travel.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.

6. ~~Student Appeals of Travel Suspension~~

~~Students may appeal the travel suspension to the University’s IRMC. Please copy the following link into your browser:~~

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

- a. ~~The IRMC 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.~~
- b. ~~A successfully appealed suspension may be reinstated at any time.~~
- c. ~~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.~~
- d. ~~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.~~

NOTES

1. Dates of official enactment and amendments:
July 1, 2012: Adopted by Provost
November 2, 2018: Modified
January 1, 2020 (Pending): Revised
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 statement organized around the several operational divisions of the university. Article Links, University branding, and formatting updated by the Provost’s Office.

January 1, 2020 (Pending): 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 be subpar compared to not be commensurate with those found in the continental U.S.

3. Initial Policy Effective Date: July 1, 2012
4. Cross References/Appendix:
 - [University Policy Framework and Hierarchy](#);
 - [Board of Regents Policy 3B: Officers of the University and Administration](#)