

UCCS CAMPUS POLICY

Policy Title: UCCS Student International Educational Travel Policy

Policy Number: 100-017

Policy Functional Area: Administration/Organization

Effective Date: June 6, 2019

Approved by: Venkat Reddy, Chancellor

Responsible Vice Chancellor: Student Success (VCSS)

Office of Primary Responsibility: International Affairs and Division of Student Success

Policy Primary Contact: International Affairs 719-255-7528

Supersedes: March 15, 2016

Last Reviewed/Updated: March 1, 2019

Applies to: Campus Administrators, Faculty, Staff, and Students

Reason for Policy: To address *all UCCS-related or UCCS-sponsored student international educational travel* conducted by University of Colorado Colorado Springs (“UCCS”) *Participants*.

I. INTRODUCTION

The purpose of this policy is to ensure that UCCS faculty, staff, and students have all relevant information and support for *UCCS-related or UCCS-sponsored student international educational travel*, and to assess and mitigate potential risks associated with such travel.

All *UCCS-related or UCCS-sponsored student international educational travel* must be operated through UCCS International Affairs in accordance with this policy to ensure quality control, appropriate planning, implementation, and oversight.

All italicized terms are defined in the “Definitions” section below.

II. POLICY STATEMENT

This policy covers all *UCCS-related or UCCS-sponsored student international educational travel* conducted by UCCS *Participants*.

This policy does not apply to personal leisure or vacation travel that has no connection to UCCS. UCCS does not recognize any obligation to support international travel by faculty, staff, or students, which is undertaken strictly for personal reasons, and UCCS is not liable or responsible for assistance in the event of any adverse consequences resulting from such travel. Personal or vacation travel includes additional independent travel before, during or after travel for a UCCS-related or UCCS-sponsored purpose that is not part of the official *UCCS-related or UCCS-sponsored student international educational travel*.

A. Registration for Student International Educational Travel

All *Participants* in *UCCS-related or UCCS-sponsored student international educational travel* shall register their travel with UCCS International Affairs (“IA”) in accordance with its procedures.

B. Travel to Restricted Countries or Other Countries with Travel Warnings

If the U.S. Department of State has issued a “Do Not Travel” Travel Advisory related to a country, UCCS will not sponsor or approve *UCCS-related or UCCS-sponsored student international education travel* to that country.

Likewise, UCCS will not sponsor or approve *UCCS-related or UCCS-sponsored student international education travel* to high-risk destinations identified as Restricted Countries (see page 4).

For *UCCS-related or UCCS-sponsored student international education travel* to a country where the U.S. Department of State has issued a “Reconsider Travel” Travel Advisory, the Chancellor or designee must provide written approval prior to any *UCCS-related or UCCS-sponsored student international education travel* to that country. The Chancellor will consider the recommendation of the Chancellor-appointed *International Risk Management Committee* in approving or disapproving *UCCS-related or UCCS-sponsored student international education travel* to a country for which the U.S. Department of State has issued a “Reconsider Travel.”

C. The International Risk Management Committee

The *International Risk Management Committee* supports the implementation of the UCCS Student International Educational Travel Policy. This Committee reviews *UCCS-related or UCCS-sponsored student international education travel* when necessary due to U.S. Department of State Travel Advisories or Center for Disease Control Travel Warnings. The Committee makes a recommendation to the Chancellor to approve or disapprove *UCCS-related or UCCS-sponsored student international education travel* to destinations with concerning advisories.

Requests for approval of *UCCS-related or UCCS-sponsored student international education travel* to a country with a “Reconsider Travel” warning must be submitted to International Affairs in writing via email to international@uccs.edu at least three months prior to the desired departure date for consideration by this committee.

Changes to a country’s warning which could impact UCCS’ approval or disapproval of *UCCS-related or UCCS-sponsored student international education travel* prior to departure can result

in UCCS either revoking prior approval or determining not to approve such travel to the impacted country. UCCS *Participants* have sole responsibility for all costs, if any, associated with *UCCS-related or UCCS-sponsored student international education travel* that must be cancelled or rescheduled because of Travel Warnings and/or restrictions.

D. Risk Management and Insurance

All *Participants* in *UCCS-related or UCCS-sponsored student international educational travel* are responsible for maintaining appropriate travel medical and other insurance in accordance with IA procedures, campus risk management requirements, and University of Colorado system policies and procedures.

E. Teaching and Research Compliance

Deans, department chairs, faculty are responsible for ensuring that student international teaching and student-conducted research that occurs while on *UCCS-related or UCCS-sponsored student international educational travel* is properly authorized through any applicable UCCS compliance body and its procedures, such as the Institutional Review Board for human subjects protocols and Office of Sponsored Programs and Research Integrity for export control matters.

F. Participant Conduct

All *Participants* in *UCCS-related or UCCS-sponsored student international educational travel* are required to conduct themselves in accordance with UCCS and University of Colorado system policies and procedures.

G. Responsibility

All members of the UCCS community are responsible for adhering to the provisions of this policy, including faculty, staff, and students.

Deans, department chairs and supervisors are responsible for ensuring their faculty and staff members are aware of and comply with this policy and all related IA procedures.

All faculty members and staff involved with *UCCS-related or UCCS-sponsored student international education travel* are responsible for providing notice of this policy to students.

III. DEFINITIONS

UCCS International Risk Management Committee: Chancellor appointed committee that reviews and makes recommendations on student international travel for risk management and safety purposes.

UCCS-related or UCCS-sponsored student international educational travel: Credit-bearing international educational programs, such as: study abroad, internships, research, service learning and volunteer opportunities, conferences, registered student organization activities, student groups affiliated with academic departments, and other non-credit-bearing UCCS programs. This includes,

but is not limited to, the following:

- i. Any travel in connection with activities for which academic credit is sought, including programs operated through the UCCS International Affairs, travel as part of a formal academic program or course of study internship credit, and travel for independent study credit (including retroactive requests for academic credit).
- ii. Any travel for purposes of performance, sporting events, service learning, conferences, meetings, professional development or volunteerism organized by any UCCS department a UCCS registered student organization or a student group affiliated with a UCCS academic department.
- iii. Any international educational travel for which funding is sought through a UCCS-administered account or as student government-administered account within UCCS.
- iv. Any international educational travel that requires travel approval through University of Colorado Procurement Services Center.
- v. Any international educational travel that requires international health insurance through a UCCS-contracted insurance plan.

Participants: All undergraduate students, graduate students and postdoctoral research associates engaging in UCCS-related or UCCS-sponsored student international educational travel. Participants also include any faculty and staff traveling with students who are engaged in UCCS-related or UCCS-sponsored student international educational travel.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES AND OTHER RESOURCES

A. Related Administrative Policy Statement (APS) and Other Policies

- *Administrative Policy Statement 4024* Travel Authorization, available [here](#).
- University of Colorado System Procurement Service Center Procedural Statement: Travel, available [here](#).

B. Resources

- **LINK TO IA INTERNATIONAL TRAVEL PROCEDURES, POLICY, AND GUIDANCE:**
<https://international.uccs.edu/facultystaff-opportunities-and-resources/faculty-staff-directed-programs>
- **LINK TO EXPORT CONTROL PROCEDURES:**
<https://www.uccs.edu/osp/export-controls>
- **LINK TO HUMAN SUBJECTS RESEARCH PROCEDURES (IRB) :**
<https://osp.uccs.edu/research-compliance/research-involving-human-subject-irb>
- **LINK TO THE UNIVERSITY OF COLORADO INTERNATIONAL TRAVEL AND RESTRICTED COUNTRIES:**
<https://www.cu.edu/doc/internationaltravelriskassessmentandchecklist101117pdf>

V. HISTORY

Initial Policy approved March 15, 2016