



**UCCS CAMPUS POLICY**

**Policy Title: UCCS Student International Educational Travel Policy**

**Policy Number: 100-017**

**Policy Functional Area: Administration/Organization**

Effective Date:	March 15, 2016
Approved by:	Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor:	Academic Affairs
Office of Primary Responsibility:	AVC for Inclusion & Academic Engagement and Global Engagement Office Director
Policy Primary Contact:	Global Engagement Office 719-255-7528
Supersedes:	N.A.
Last Reviewed/Updated:	February 1, 2016
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 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 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 the UCCS Global Engagement Office (“GEO”) in accordance with its procedures.

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

Without prior written approval from the Chancellor or designee, UCCS will not sponsor or approve international travel for official university business, including UCCS-related or UCCS-sponsored student international educational travel, to high-risk destinations identified as Restricted Countries by the campuses and/or emergency service partners with whom University of Colorado has contracted, the list of which is available [here](#).

If Participants wish to conduct UCCS-related or UCCS-sponsored student international educational travel to a destination for which either a U.S. Department of State Travel Warning is in effect, available [here](#), or a specific health, safety, or security concern is presented, then Participants do so of their own informed choice. Participants conducting such UCCS-related or UCCS-sponsored student international educational travel will be subject to additional requirements from the UCCS International Risk Management Committee, in accordance with GEO procedures.

**C. 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 GEO procedures, campus risk management requirements, and University of Colorado system policies and procedures.

**D. Teaching and Research Compliance**

Deans, department chairs and 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.

**E. 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.

## **F. 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 GEO procedures.

All faculty members are responsible for providing notice of this policy to students.

## **III. DEFINITIONS**

- UCCS International Risk Management Committee
- UCCS-related or UCCS-sponsored student international educational travel
- Participants

## **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 GEO INTERNATIONAL TRAVEL PROCEDURES:**  
[http://www.uccs.edu/Documents/international/Education%20Abroad/GEO%20intl%20student%20travel%20procedures\\_clean%208%2015%202016.pdf](http://www.uccs.edu/Documents/international/Education%20Abroad/GEO%20intl%20student%20travel%20procedures_clean%208%2015%202016.pdf)
- **LINK TO EXPORT CONTROL PROCEDURES:** <http://www.uccs.edu/osp/research-compliance/export-controls.html>
- **LINK TO HUMAN SUBJECTS RESEARCH PROCEDURES (IRB) :**  
<http://www.uccs.edu/osp/research-compliance/research-involving-human-subject-irb.html>

## **V. HISTORY**

None