

UCCS CAMPUS POLICY

Policy Title: UCCS Student International Educational Travel Policy

Policy Number: 100-017 **Policy Functional Area:** **Administration/Organization**

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

Effective Date: March 15, 2016
Approved by: Chancellor Pam Shockley-Zalabak
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: N.A.
Applies to: Campus Administrators, Faculty, Staff, and Students

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**

Italicized terms used in this campus policy are defined in the UCCS Policy Dictionary.

UCCS International Risk Management Committee shall be appointed by the Chancellor to include members from UCCS Risk Management and GEO, and others as determined necessary by the Chancellor. This committee is charged to facilitate campus compliance with University of Colorado international risk management requirements as well as review of ***UCCS-related or UCCS-sponsored student international travel***.

UCCS-related or UCCS-sponsored student international educational travel means both credit and non-credit-bearing international educational programs, such as: study abroad, internships, student-conducted research, service learning and volunteer opportunities, conferences, registered student organization activities, and student groups affiliated with academic departments. These programs may include, but are not limited to, the following:

- i. Any student international educational travel in connection with activities for which academic credit is sought, including programs operated through GEO, 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 student international educational travel for purposes of performance, sporting events, service learning, conferences, meetings, professional development or volunteerism organized by: a) any UCCS department; b) a UCCS registered student organization; or c) a student group affiliated with a UCCS academic department.
- iii. Any student international educational travel for which funding is sought through a UCCS-administered account or a student government-administered account within UCCS or any University of Colorado account.
- iv. Any student international educational travel that requires travel approval through University of Colorado Procurement Services Center.
- v. Any student international educational travel that requires international health insurance through a UCCS-contracted insurance plan.

Participants means all undergraduate students, graduate students and postdoctoral research associates engaging in ***UCCS-related or UCCS-sponsored student international educational travel***. “***Participants***” also includes 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 GEO INTERNATIONAL TRAVEL PROCEDURES:](http://www.uccs.edu/international/facultystaff-opportunities/international-travel.html)**
<http://www.uccs.edu/international/facultystaff-opportunities/international-travel.html>
- **[LINK TO EXPORT CONTROL PROCEDURES:](http://www.uccs.edu/osp/research-compliance/export-controls.html)**
<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)**
<http://www.uccs.edu/osp/research-compliance/research-involving-human-subject-irb.html>

V. HISTORY

None.