



International Affairs

UNIVERSITY OF COLORADO
COLORADO SPRINGS

UCCS Student International Educational Travel Procedures

The following procedures apply to UCCS student international educational travel undertaken by any individual associated with the University of Colorado, Colorado Springs (“UCCS” or “University”) including employees, affiliated faculty/staff, and students.

I. Introduction

The University of Colorado, Colorado Springs (“UCCS”) has established the following procedures for its International Office (“IA”) to better support international activities and to address and minimize health, safety, and other risks that international travel presents.

These procedures have been developed in accordance with UCCS Campus Policy 100-017, UCCS Student International Educational Travel, <https://www.uccs.edu/educationabroad/students-going-abroad/student-international-travel-policy>

These procedures cover all *UCCS-related or UCCS-sponsored student international educational travel* conducted by *UCCS Participants*. All italicized terms are defined in the “Definitions” section below.

II. Definitions

1. ***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, student groups affiliated with academic departments. These programs may include, but are not limited to, the following:
 - a. Any student international educational travel in connection with activities for which academic credit is sought, including programs operated through IA, 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).
 - b. Any student international educational travel for purposes of performance, sporting events, service learning, conferences, meetings, professional development or volunteerism organized or supported by:

- 1) any UCCS department; 2) a UCCS registered student organization; or 3) a student group affiliated with a UCCS academic department.
 - c. Any student international educational travel for which funding is sought through a UCCS-administered account or a student government-administered account within UCCS.
 - d. Any student international educational travel that requires travel approval through University of Colorado Procurement Services Center.
 - e. Any student international educational travel that requires international health insurance through a UCCS-contracted insurance plan.
2. **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 engaging in *UCCS-related or UCCS-sponsored student international educational travel* with such students.

III. Procedures: Faculty-Staff Directed Handbook

A. Proposal

Please connect with Education Abroad for additional resources. The Faculty/Staff-Directed Handbook is a resource developed by International Affairs to assist faculty and groups going abroad in developing a program. It includes both comprehensive information for preparing for a faculty-staff directed program and related worksheets: <https://www.uccs.edu/international/facultystaff-opportunities-and-resources/faculty-staff-directed-programs>

Planning a Faculty/Staff-directed program (FD) typically takes between 8 and 18 months from the idea stage to the implementation. All faculty and staff that are interested in planning a program should contact Education Abroad for assistance. There are several steps to planning a FD program detailed online at <https://www.uccs.edu/international/facultystaff-opportunities-and-resources/faculty-staff-directed-programs>

Below is an outline of the content sections for The Faculty/Staff Directed Handbook

1. Curriculum Program Proposal
2. Travel Program Proposal
3. Budget Program Proposal
4. Visas and Immigration
5. Student Participation/Recruitment
6. Faculty and Staff *Participant* Expectations
7. Finances (Programming Fees, University Fees, Faculty Director Compensation)
8. Registration and Terra Dotta
9. Risk Management and Emergency Planning
10. Appendix Items (Faculty Director Program Responsibilities and Timeline, Curriculum Proposal, Travel Proposal, Budget Proposal, Risk Management Plan, Education Abroad Pre-Departure Guide)

IV. Procedures: Students

A. Responsibilities

1. Administration.

UCCS Administration includes the Chancellor, Vice Chancellors, Associate Vice Chancellors, Deans, the Director of International, and the Director of the Office of Sponsored Programs and Research Integrity. Administration is responsible for maintaining and ensuring compliance with these procedures and any subsequent policies and procedures regarding international education travel experiences to ensure that they:

- a. Are consistent with national norms and best practices;
- b. Are available to the all faculty, staff, and students; and
- c. Uphold the academic standards and expectations of professional conduct of UCCS and its employees.

These responsibilities include attending to student safety and managing institutional risk, insofar as these are consistent with national norms and feasible in the context of a public research university.

2. Faculty and Staff.

Faculty and staff *participants in UCCS-related or UCCS-sponsored student international educational travel* shall comply with these procedures, including any registrations with IA that are required with these procedures. Registration and review by IA is required **before** any *UCCS-related or UCCS-sponsored student international educational travel* may be advertised or represented as related to or sponsored by UCCS. All *UCCS-related or UCCS-sponsored student international educational travel* that is established and run by faculty without the benefit of a third-party organization with built-in risk management policy and procedures, is required to be submitted to the UCCS International Risk Management Committee.

Faculty and staff are responsible for appropriate advising and evaluation of credit-transfer equivalency when students seek to receive academic credit for courses earned while conducting *UCCS-related or UCCS-sponsored student international educational travel*. Such advising and evaluation shall be done in accordance with system and campus policies and procedures.

Faculty or staff who conduct *UCCS-related or UCCS-sponsored student international educational travel* with students shall act within the course and scope of his or her employment and in accordance with all system and campus policies and procedures.

Further, faculty or staff who conduct or lead *UCCS-related or UCCS-sponsored student international educational travel* shall:

- a. Observe cultural and local norms of conduct;
- b. Prepare and distribute course-appropriate syllabi, or itinerary;
- c. Maintain confidentiality of student records, pursuant to the Family Educational Rights and Privacy Act ("FERPA"), 20 USC § 1232g;
- d. Apply appropriate financial controls and standards of academic assessment;
- e. Attend required training sessions sponsored by IA;
- f. Adhere to the recommended faculty-staff/student ratios outlined in the Faculty and Staff Directed Handbook;
- g. Adhere to a student/community member ratio of at least 2/3 student participants;
- h. Maintain appropriate communication with the Education Abroad program in IA; and
- i. Adhere to emergency management, risk management, export controls and protocols and Guidelines for Professional/Academic International Activities.

Additional responsibilities are included in the Faculty-Staff Directed Handbook and Faculty/Staff Directed Abroad Emergency Plan Guide and Worksheet

3. Students, Trainees, and Participants.

Students, trainees, and all other *participants* participating in *UCCS-related or UCCS-sponsored student international educational travel* shall comply with all IA procedures, policies and procedures, and specifically shall:

- a. Register with IA for all categories of international education travel experiences defined in these procedures;
- b. Attend any required orientations, and pay applicable tuition, administrative and program fees;
- c. Comply with policies and procedures regarding academic advising and risk management, including Guidelines for Professional/Academic International Activities;
- d. Obtain, as appropriate, academic advising in order to ascertain whether credits earned abroad will be accepted as transfer credit by UCCS;
- e. Comply with all regulations, system and campus policies and procedures, Export Controls and Institutional Review Board requirements if conducting research; and
- f. Abide by applicable system and campus policies and procedures, for example:

Code of Student Conduct

<http://www.uccs.edu/dos/student-conduct.html>

Students conducting *UCCS-related or UCCS-sponsored student international educational travel* for the purposes of providing patient care are also responsible for abiding by any healthcare regulations and system and campus policies and procedures.

Student groups conducting *UCCS-related or UCCS-sponsored student international educational travel* as an organized student groups are responsible for registering their travel and follow additional procedures of the UCCS Office of Student Life and Leadership.

B. Registration

All students, staff and faculty *participants* of *UCCS-related or UCCS-sponsored student international educational travel* need to register their experience in the education abroad system, Terra Dotta, and complete all forms and requirements before departure. Information gathered through the education abroad system includes emergency contact information, passport, flight itinerary and waiver and liability forms. An account and username must be created. The system is available online at <http://www.uccs.edu/educationabroad/> (click on MyUCCSAbroad).

It is recommended that all *participants* in a *UCCS-related or UCCS-sponsored student international educational travel* experience register their activity with the U.S. Department of State's Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/>. In addition, it is important for all *participants* of a *UCCS-related or UCCS-sponsored student international educational travel experience* to be aware of any required visas and travel documents. It is the *participant's* responsibility to ensure that the correct visa type for the international educational travel experience is acquired. Information on entry/exit requirements for U.S. Citizens can be found on the appropriate U.S. Department of State Country Specific Information page by selecting the appropriate country: <https://travel.state.gov/content/travel/en/international-travel.html>

1. **Student Groups.** Student Groups participating in a *UCCS-related or UCCS-sponsored student international educational travel* must also register their travel and follow additional procedures of the UCCS Office of Student Life and Leadership.

C. Credit Transfer and Grading

UCCS accepts collegiate-level degree credits earned abroad in accordance with the UCCS transfer credit processes. Transfer work from institutions outside the United States is evaluated on an individual basis by official transcripts, processed through the Office of the Registrar. The Offices of Undergraduate Admissions and Registrar generally determine the transferability of completed course work. Then, the designated faculty member of the appropriate department or college determines how the

transferred coursework applies toward UCCS degree requirements. Grade point averages (GPA's) from other institutions do not transfer to UCCS.

D. Insurance

Students who conduct *UCCS-related or UCCS-sponsored student international educational travel* are **always** required to purchase Travel Medical Insurance in accordance to IA recommendations pursuant to IA and University Risk Management.

All student, faculty, or staff *participants of UCCS-related or UCCS-sponsored student international educational travel* for the purposes of providing patient care in clinical international programs sponsored by UCCS, shall also provide evidence of malpractice insurance coverage deemed acceptable to the UCCS International Risk Management Committee ("IRMC").

Faculty or staff *participants of UCCS-related or UCCS-sponsored student international educational travel* are required to register their travel through University Risk Management. Faculty and staff are provided with international medical and evacuation insurance if the travel is properly registered.

E. 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 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 U.S. Department of State issues Travel Warnings, Travel Alerts and Travel Advisories to provide information about safety and security related to travel to a foreign destination. UCCS may restrict travel to destinations associated with Level 3 or Level 4 Travel Warnings from the US Department of State. If *Participants* wish to conduct *UCCS-related or UCCS-sponsored student international educational travel* to a destination where a Level 3 or Level 4 Travel Warning is in effect, or a specific health, safety, or security concern is presented, and have received prior written approval from the Chancellor or designee, then *Participants* do so of their own informed choice.

Participants proposing and/or conducting *UCCS-related or UCCS-sponsored student international educational travel* to foreign destinations with a Level 3 or Level 4 Travel Warning from the US Department of State require review and approval from the International Risk Management Committee prior to program development and promotion. For a current list of countries with warnings associated with them, please visit <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

F. International Risk Management Committee

The International Risk Management Committee consists of members appointed by the Chancellor, and specifically the Director of International Affairs, Director of University Risk Management, representative from the Office of University Counsel, and two

faculty members. Proposed *UCCS-related or UCCS-sponsored student international educational travel* to restricted countries or other countries with warnings and any appeals will be reviewed by the International Risk Management Committee and then a final decision will be made by the Chancellor.

Proposed *UCCS-related or UCCS-sponsored student international educational travel* that does not include a third-party organization with established risk management policy and procedures will be reviewed by the International Risk Management Committee before *UCCS-related or UCCS-sponsored student international educational travel* may be advertised or represented as related to or sponsored by UCCS.

G. Safety While Abroad

Participants should take safety precautions while abroad and it is important that an emergency plan is in place, emergency contact information is on file with the International Affairs, and travel is registered with the Department of State STEP program. The UCCS Pre-Departure guide provides an introduction to safety abroad as well as other considerations to prepare for your student international educational travel experience. It is available online at <https://www.uccs.edu/educationabroad/students-going-abroad/pre-departure-orientation>

It is important that participants in a *UCCS-related or UCCS-sponsored student international educational travel* participate in pre-departure orientations and on-site orientations.

V. Resources

UCCS Campus Policy 100-017, UCCS Student International Educational Travel, <http://www.uccs.edu/Documents/international/Education%20Abroad/100-017StudentInternationalTravel.pdf>

University of Colorado Risk Management, <https://www.cu.edu/risk/international-travel>.

University of Colorado Restricted Countries,

https://www.cu.edu/sites/default/files/InternationalTravelerLetter9_1_14.pdf.

U.S. State Department Travel Warning list,

<http://travel.state.gov/content/passports/english/alertswarnings.html>.

University of Colorado Risk Management: International Travel

<http://www.cu.edu/risk/services/international-travel>

University of Colorado Risk Management: International Travel Insurance

<https://www.cu.edu/risk/services/international-travel>

Campus Procedures for Professional/Academic International Activities,

<https://www.uccs.edu/international/facultystaff-opportunities-and-resources>

UCCS Pre-departure Guide: <https://www.uccs.edu/educationabroad/students-going-abroad/pre-departure-orientation>

UCCS Faculty/Staff Directed Handbook and Emergency Plan Guide,

<https://www.uccs.edu/international/facultystaff-opportunities-and-resources/faculty-staff-directed-programs>

CU Export Controls, <https://www.uccs.edu/osp/export-controls>
International Affairs Travel Resource Page:
<https://www.uccs.edu/international/facultystaff-opportunities-and-resources/international-travel>