

CU-Boulder Travel Suspension Appeal Process

for Student Travel to Countries and Regions with a U.S. Department of State Travel Warning

In compliance with the CU-Boulder campus policy (<http://www.colorado.edu/oie/global-cu/international-travel-and-programs-policy-cu-boulder>), the Office of International Education will suspend any programs that involve student travel to countries with a U.S. Department of State Travel Warning. In the case of compelling educational value for a program, students may submit the following appeal to the CU-Boulder International Risk Committee (IRC). Appeals should be submitted at least three months prior to travel. The IRC's recommendations are given to the Provost, who makes the final decision on the appeal.

This form is required of all students intending to travel on their own or with a CU Boulder faculty member, staff or mentor to a country for which a US DOS Travel Warning is in place. Faculty members interested in leading, accompanying, hosting, employing or on-site mentoring undergraduate- or graduate students' travel to these countries must prepare a detailed appeal of the automatic travel suspension.

If travel is approved, participant(s) must comply with all provisions of the CU-Boulder International Travel Policy for international programs involving students. These requirements include the following:

- Participate in in-person international travel and risk management orientation (all travelers) and a separate group leader training (leaders only).
- Register with Study Abroad, including signing appropriate waivers and providing passport information, emergency contacts and travel itineraries.
- Purchase coverage in the CU group international health insurance policy.
- Register with the U.S. Department of State Smart Traveler's Enrollment Program (STEP):<https://step.state.gov/step/>
- Register with International SOS' Personal Traveler Locator: www.internationalsos.com, membership no. 11BCAS000006. Please review the information on the University and international insurance issues on the URM website: <http://www.cu.edu/content/internationaltravel>.

REVIEW CRITERIA & PROCESS

The CU-Boulder International Risk Committee (IRC) will review the appeal and make a recommendation to the Provost. The IRC may request additional information and may consult with other experts within and outside the University of Colorado Boulder, including University Counsel. The appeal is evaluated based on the following criteria:

- The level of risk to students' health and safety and the Risk and Emergency Management and Communications Plan's ability to mitigate those risks.
- The educational value of the activity, institutional support, and the importance of the activity to the students' degree program.

- Experience: Undergraduate, graduate, experience of the student, international travel experience of all participants, faculty/staff international experience.
- In-country resources, including third-party providers, local host, etc., and their ability to provide support, the level of risk they assume, and the role they play.
- The political and physical conditions in the destination country(ies).
- Manageability of the legal risk to the University.

Submit all Travel Suspension Appeal paperwork to Larry Bell, Director of the Office of International Education three months prior to the desired departure date. Email: Larry.Bell@colorado.edu

The IRC will make recommendations for completed Travel Suspension Appeals to the Provost within four weeks of receiving all requested materials. Final approval comes from the Provost.