

Updated February 2018

International Travel and Programs Policy for CU Boulder Approved by the Provost

CU Boulder International Travel Policy

I. Introduction

To better support international activities and to address and minimize health, safety, and other risk issues for the university, the University of Colorado Boulder (CU Boulder) establishes the following policy regarding international travel by/with students that is CU Boulder-sponsored, CU Boulder-affiliated, or related to a CU Boulder activity/program. This policy serves to require review of international travel plans to mitigate risk regarding issues related to risk management, health and safety and will allow the campus to maintain better records of its international work.

International travel involving students that is CU Boulder-sponsored, CU Boulder-affiliated, or related to a CU Boulder activity/program must be reported to the CU Boulder Education Abroad, as outlined in the policy below. Such travel includes, but is not limited to, activities such as education abroad programs, international internships, international travel that is part of a class or is sponsored by an academic unit or Residential Academic Program, international service learning, volunteering, or research when it is required by a CU Boulder program, recognized student organization trips abroad, and attending international conferences.

All education abroad programs, international internships, and international service learning at CU Boulder must be operated through Education Abroad and have the approval of the campus Education Abroad Committee. This quality control ensures that programs have appropriate planning, implementation and oversight. Faculty interested in teaching a course or part of a course abroad to CU Boulder students can reference the [Develop a Program](#) webpage, which provides information about faculty-led Global Seminars, Global Intensives and guidelines on submitting proposals.

This policy excludes personal leisure or vacation travel that has no connection to CU Boulder.

CU Boulder does not recognize any obligation to support international travel by staff, students or faculty, which is undertaken strictly for personal reasons and CU Boulder is not responsible for assistance or liability in the event of any adverse consequences resulting from such travel.

This policy is subject to the existing CU System policy regarding international travel, which remains in effect.

II. Policy

- A. The CU Boulder International Travel Policy applies to the following three types of international travel and programs:
1. International travel by students* (or by staff or faculty accompanying students) on university business or sponsorship.
 2. Education abroad programs, international internships, research, volunteering, service learning, independent study done abroad, or international travel that is part of a class.
 3. International travel sponsored by or affiliated with CU Boulder or by a CU Boulder student organization. (This applies to both affiliated and independent student organizations registered with the Center for Student Involvement).

**Please note that the policy does not apply to CU students who are also CU employees (i.e. Graduate Research Assistants, etc.) and who travel internationally as part of their CU employment; they should refer to the [CU International Travel website](#) for CU employees.*

- B. International travel or programs that fall into these categories must comply with the requirements detailed below.
- C. Faculty, staff, or students leading, organizing or otherwise involved with student international travel sponsored by or affiliated with CU Boulder or by a CU Boulder student organization (including both affiliated and independent student organizations registered with the [Center for Student Involvement](#)) must contact Education Abroad (GlobalExperiences@Colorado.EDU) as early as possible before the travel/program begins. CU departments/programs funding projects that involve international travel by students are responsible for reporting this information to Education Abroad so that students can complete travel registration with Education Abroad prior to departure. Education Abroad will review the travel plans to ensure that best practices are being followed regarding arrangements for the health, safety, and security of the travelers, and to make sure that university policies are being followed; Education Abroad will provide pre-departure information for travelers and group leaders, and will insure travelers in a comprehensive group major medical/evacuation/repatriation insurance program. There is a fee for these services and for the insurance coverage.
- D. All education abroad programs, international internships, and international service learning at CU Boulder must be operated through Education Abroad and have the approval of the campus Education Abroad Committee. This quality control ensures that programs have appropriate planning, implementation and oversight. Faculty interested in teaching a course or part of a course abroad to CU Boulder students can reference the [Develop a Program](#) webpage, which provides information about faculty-led Global Seminars, Global Intensives and guidelines on submitting proposals.

- E. **Travel Advisories:** If the U.S. Department of State has issued a Level 4 (“Do Not Travel”) [Travel Advisory](#) related to a country, CU Boulder will not approve student travel to that country.

If the U.S. Department of State has issued a Level 3 (“Reconsider Travel”) [Travel Advisory](#), CU Boulder will not approve student travel to that country unless an appeal has been granted by the campus [International Risk Committee](#). This also includes Level 2 countries (“Exercise Increased Caution”) with one or more region(s) listed as “Do not Travel” or “Reconsider Travel”. Email Travel Suspension appeal inquiries to GlobalExperiences@Colorado.EDU to request the appeal instructions. Submit all required paperwork three months prior to the desired departure date.

For all other international travel, please refer to the [CU International Travel website](#) for CU employees.