

	Administrative Procedures for Student Travel Abroad and Faculty Travelling Abroad with Students	
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1. General

The Colorado School of Mines recognizes the need to promote global awareness in today's interdependent world. To that end, the University encourages students and faculty to participate in educational activities abroad. To promote the health and safety of people traveling abroad on University-sponsored (faculty-led) trips, the Office of Global Education and the Health and Safety Advisory Committee (HSAC) will provide support services before and after Program departure.

These procedures apply to education abroad activities sponsored or organized by any department or organization at the Colorado School of Mines, including group travel organized by Mines' departments and units (see Section 5), Programs organized by Mines' chartered student organizations (see Section 6), and individual student travel (see Section 7).

2. Definitions

For the purposes of these procedures:

"Program" means any group trip or activity abroad involving Mines' students.

"Program Leader" means a person designated by a Mines' department or chartered student organization to lead a Program.

"Participant" means any person going abroad on a Program, including Mines' students, faculty, staff, and others who accompany an activity abroad involving MINES' students.

"Accompanying Individuals" means persons not affiliated with Mines, such as family or community members. Accompanying Individuals are subject to these procedures.

3. Health and Safety Advisory Committee

The Health and Safety Advisory Committee ("Committee") consists of the Assistant Provost for Global Education, the Director of Education Abroad, the Program Coordinator for faculty-led programming, the Research Compliance Officer, the Strategy and Operations Manager, a representative from Legal Services; and such additional members with relevant experience or expertise as the faculty Chair may see fit to appoint.

The Committee is responsible for:

- evaluating Travel Advisories and requests for exemptions pursuant to Section 4;
- advising the Provost, as appropriate, concerning modifications to or cancellations of Programs before or after departure when warranted by emergencies, crises, or health and safety concerns raised by U.S. Department of State Travel Advisories, Centers for Disease Control and Prevention (CDC) Travel Health Warnings, or other extraordinary conditions that pose serious risks to health or safety (such as significant Department of State Travel Alerts);
- organizing and overseeing training to Program Leaders, in collaboration as needed with the personnel of the named entities represented on the Committee;
- providing such advice as may be requested to help Mines manage emergencies and crises abroad that affect Program Leaders, Participants, and Accompanying Individuals.

Any exceptions to these procedures must be approved by the Provost in advance and in writing.

Violations of these procedures may lead to cancellation of a Program.

4. Serious Risks to Health and Safety of Students; Exemptions

Student Programs whose dates and destinations are or become subject to a U.S. Department of State Travel Advisory (Level 3 or 4), a CDC Travel Health Warning (Tier 3), **or other extraordinary conditions that pose serious risks to health or safety**, shall be modified or cancelled, unless special circumstances justify an exemption or a Program is already in progress. The Provost will decide whether to grant an exemption based on the Committee's recommendation, if any, and the following factors as deemed appropriate:

- nature of the Travel Advisory, Travel Health Warning, or extraordinary conditions, including the locations most affected;
- feasibility of postponing the Program until the Advisory or Warning is lifted, or the extraordinary conditions resolve;
- feasibility of moving the Program to an alternate destination;
- experience and training of Program organizers and any local support staff;
- importance and academic relevance of student involvement;
- how the Program can minimize risk to Participants;
- safety and security orientation sessions provided by Mines;
- Participants' informed consent on the "Acknowledgement of Risk and Conditions of Participation" form and any appendix to the form that describes program-specific risks or conditions; and
- such other information, if any, that the Provost or the Committee reasonably deem relevant.

To request an exemption, the Program leader will:

1. submit a written request to the Assistant Provost for Global Education that addresses all of the factors listed above in detail
2. provide any additional information requested by the Committee to inform its deliberations, and
3. meet with the Committee as needed to discuss the request.

The Provost will decide whether a Program is modified, cancelled, or exempted based on the Committee's recommendation. The Provost's decision may be appealed to the University President.

4.1. Modified or Cancelled Programs

If a U.S. Department of State Travel Advisory (Level 3 or 4) or CDC Travel Health Warning (Tier 3) covering Program dates is issued for the Program locations:

- after departure, the Program Leader shall provide the Advisory/Warning promptly to all Participants and give them an opportunity to withdraw.
- before departure, and no exemption is granted, the Program shall be modified or cancelled. If the Program is modified or exempted, all Participants shall be notified and given an opportunity to withdraw.
- If a Program in progress is cancelled or a Participant withdraws at any time because of an Advisory, Warning, modification, or an exemption, the department chair(s) will arrange for affected Participants to complete their coursework to the extent possible. Applicable refunds will be determined on a Program-specific basis when funds can be recovered from the vendors and service providers.

5. Group Travel Programs Sponsored by Mines

Group travel sponsored by Mines departments or units includes the following activities abroad:

- Programs led by one or more Mines faculty members or others who are officially appointed by Mines; and
- Other education-related group activities funded by Mines or for Mines academic credit.

Each sponsoring department or unit shall designate one or more Program Leaders, who have the responsibilities listed in Section 5.1 below. Program Participants have the responsibilities listed in Section 5.2 below.

5.1. Responsibilities of Program Leaders

Program Leaders must:

- obtain approval for their Program from the chartered student organization's faculty advisor or, for academic units, from the department chair, director, or dean;
- after approval, register their Program on the Education Abroad website (<https://www.mines.edu/oip/>);
- obtain Mines-prescribed health and accident insurance (including medical evacuation and repatriation of remains) or equivalent that covers all Program dates, including travel days from and back to the U.S. Exceptions may be granted by the International Office (Education Abroad) on a case-by-case basis.
- complete Education Abroad training annually, to stay current on changing health and safety issues and best practices in Program management;
- to the extent possible, stay current on any pertinent U.S. Department of State Travel Alerts, Travel Advisories, and CDC Travel Health Warnings before and during the Program, and share pertinent updates with Participants on a timely basis;

- fill out the Program Leader “Program Proposal” and “Conditions of Participation” forms available on the Education Abroad website;
- review the “Acknowledgement of Risk and Conditions of Participation” form for Participants and add an appendix, as needed, that describes any Program-specific risks or conditions;
- organize and provide, with assistance as needed from Education Abroad, one or more orientation sessions that provide health and safety information and address other issues and concerns of Participants;
- protect the confidentiality of any health information disclosed by a Participant;
- comply with Clery and export control requirements; comply with other requirements and consider best practices for Program Leaders as detailed in Education Abroad’s “Guide for Program Leaders.”

5.2. Participants

Participants must:

- attend all mandatory Program orientation sessions required by the Program Leader;
- register their participation in the Program on the Education Abroad website and pay the applicable Education Abroad fee;
- complete a “Acknowledgement of Risk and Conditions of Participation” form as part of Education Abroad registration. All Participants are encouraged (and may be required by their Program Leaders) to make an appointment with their health care provider before departure for a travel health evaluation and consideration of required and recommended immunizations;
- obtain Mines-prescribed health and accident insurance (including medical evacuation and repatriation of remains) or equivalent that covers all Program dates, including travel days from and back to the U.S. Exceptions may be granted by the Director of Education Abroad on a case-by-case basis. If a Program is approved and registered as described in the first and second bullets of Section 5.1 above, Mines funds may be used to reimburse Participants for the cost of this insurance, including the Accompanying Individuals who have a Mines business purpose for traveling, as provided in Section 6 of UAP 4030 (“Travel”);
- comply with any additional requirements set by the Program Leader. Non-compliance may result in failure of the course, expulsion from Mines, or immediate return home at the Participant’s expense and at the discretion of the Program Leader.

5.2.1. Smart Traveler Enrollment Program

Mines strongly recommends that all Participants/Program Leaders who are U.S. citizens register with the U.S. Department of State (DOS) “Smart Traveler Enrollment Program” (STEP) before departure. STEP is a free service for U.S. citizens that enables the DOS to provide travel updates and information and to assist in an emergency.

6. Travel Sponsored by Mines-Chartered Student Organizations

Mines-chartered student organizations shall designate one or more individuals as a Program Leader and register their Program on the Education Abroad website when planning begins. Program Leaders and Participants, respectively, have the responsibilities listed above in Sections 5.1 and 5.2.

7. Individual Student Travel

Mines recognizes and values the academic freedom of its students engaging in individual research, service learning, and other activities abroad that fulfill educational requirements or are organized by a Mines chartered student organization. In order to protect their health and safety while abroad, individual students must:

- complete the online TA Travel Registration;
- obtain Mines-prescribed health and accident insurance (including medical evacuation and repatriation of remains) or equivalent that covers all travel dates.
- to the extent possible, stay current on any pertinent U.S. Department of State Travel Alerts, Travel Advisories, and CDC Travel Health Advisories before and during travel.

If a Travel Advisory is in effect for travel dates and destinations:

- graduate students must read, sign, and submit to Education Abroad the "Travel Advisory Acknowledgement" form" in order to travel without seeking the exemption under Section 4 above.
- undergraduate students traveling under the auspices of a chartered student organization must follow the steps in Section 4 to request an exemption.

7.1. Smart Traveler Enrollment Program

Individual student travelers who are U.S. citizens are strongly encouraged to register with the U.S. Department of State (DOS) "Smart Traveler Enrollment Program" (STEP) before departure. STEP is a free service for U.S. citizens that enables the DOS to provide travel updates and information and to assist in an emergency.

8. Extended Travel Before or After Program Dates

Mines strongly recommends that Program Leaders and Participants who travel independently before or after Program dates (1) purchase supplemental health and accident insurance coverage at their own expense, including medical evacuation and repatriation of remains, to cover the full duration of their independent travel given the unpredictable, random, and potentially catastrophic cost of illness and accidents weighed against the relatively minor costs and major benefits of such insurance, and (2) register their independent travel in the "Smart Traveler Enrollment Program."

9. Export Control

The Office of Research Compliance and Industry Outreach can determine whether any items, biological agents, or technical data that travelers plan to take abroad are subject to export-control restrictions under federal law. The office can help to acquire an export license for controlled items. License cost and processing time vary by destination and often take several months. For non-controlled items the office can issue an official letter on behalf of Mines (generally within one or two business days) certifying that export control restrictions are not applicable. Criminal penalties for violating export control laws may include lengthy incarceration and substantial monetary fines. For assistance call Scot Allen 303-273-3734 or send e-mail to allen@mines.edu.

10. Sexual Violence and Other Crimes

Colorado School of Mines is committed to creating and maintaining an environment free of gender-based discrimination, harassment, and interpersonal violence. Such behaviors are not tolerated at Mines and are prohibited both by law and by University policy. The University will respond promptly and effectively to reports of gender-based discrimination, sexual harassment, sexual violence, dating/domestic violence, and stalking, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates University policy including incidents that take place abroad.

10.1. Incidents of Sexual Violence

Participants who experience sexual violence and sexual harassment while abroad may report the incidents to their Program Leader, the Office of Global Education, or to Title IX staff. Individuals may refer to Title IX at Mines: <https://www.mines.edu/title-ix>.

Program Leaders must take appropriate measures to prevent further incidents and promptly report the incidents to the University's Title IX Director, and to the Director of Education Abroad.

10.2. Required Clery Act Reporting

Any space outside the United States that Mines owns or controls for Programs is considered part of Mines' "Clery geography" under federal law. If Mines does not own the location, but instead rents space for a Program in a hotel or other facility, Mines controls that space for the time that it is used for Program purposes as provided in the lease, rental agreement, or other written agreement.

Certain crimes that occur within Mines' Clery geography must be disclosed in the University's Annual Security and Fire Safety Report. These crimes include murder, sex offenses, aggravated assault, burglary, robbery, motor vehicle theft, arson, dating violence, domestic violence, stalking, alcohol, drug, and weapons law violations, and hate crimes.

Program Leaders of Programs that occur within Mines' Clery geography are considered Campus Security Authorities under the Clery Act. As Campus Security Authorities, these Program Leaders must report crimes that occur in their Programs abroad to the Clery Coordinator in the Campus Police Department so they can be included with the crime statistics in the Annual Security and Fire Safety Report. To report, contact the Mines Campus Security Authority at: <https://www.mines.edu/campus-safety>