



3344-80-01 University-sponsored international travel policy.

(A) Purpose

Cleveland state university encourages students and community members to take advantage of international travel opportunities as a means of enriching their education and serving the global community. This rule sets forth the requirements for university-sponsored international travel in order to balance the benefits of such travel against its risks.

(B) Definitions

- (1) “International travel review committee” means the committee appointed by the provost to review proposed travel to travel warning countries or involving non-enrolled minors. The committee shall be chaired by the director of the center for international studies and programs or designee, and include the vice president of student affairs or designee, at least one faculty member, and other members as determined by the provost.
- (2) “Participant” means any participant in university-sponsored travel, including faculty and staff members leading the travel.
- (3) “Travel warning country” means a country subject to a current U.S. state department travel advisory level 3 or 4 or a travel warning issued by the world health organization or the centers for disease control.
- (4) “University-sponsored travel” means any of the following:
 - (a) Faculty or staff led international travel for which students receive academic credit. Examples include study abroad programs;
 - (b) Travel by students with faculty members to conferences abroad or to assist in research, whether or not the student receives academic credit;
 - (c) Internships abroad arranged by the university, whether or not the student receives academic credit;
 - (d) International service-learning opportunities led by faculty or staff;

numbers of all participants. If no faculty or staff member is leading the travel of a student organization, that organization's advisor must complete the registration.

- (2) Travel waiver form. All participants in university-sponsored travel must complete and sign a travel waiver form provided by CISP. The parents or guardians of participants under eighteen years of age must sign the form on behalf of the minor participant.
- (3) Health insurance. Prior to departure, all participants must obtain health insurance that will provide coverage in the countries to which they are traveling.
- (4) Participant conduct.
 - (a) The university student code of conduct must

on-going or has previously been approved. The provost's decision to cancel or recall travel shall be final.

Policy Name: University-sponsored international travel policy.
Policy Number: 3344-80-01
Board Approved: 1/30/2017
Effective: 2/5/2018