

# DEPAUL UNIVERSITY

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## Student Travel Policy

**Category:** Academic Affairs - Operational

**Responsible Department:** Academic Affairs

**Responsible Officer:** Provost

**Effective Date:** 06/24/2020

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### Policy Summary

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This Policy sets forth the policies and procedures for students traveling for various University purposes.

In some situations, travel waivers must be completed. In some situations, travel must be registered with the Office of Global Engagement (GE), which maintains a database of student travel. In some situations, travel must both be registered with GE and approved by the Provost, as facilitated by GE.

This policy outlines when travel waivers, registration with GE, and/or travel approval are required, and the associated procedures.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

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### Policy

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This policy only applies to DePaul students participating in, and faculty and staff facilitating students' participation in (1) credit-based activities; (2) co-curricular and extra-curricular activities; and (3) other activities for which transfer credit is sought.

Credit-based activities means: (1) courses and programs sponsored by DePaul (including short-term study abroad programs, long-term study abroad programs, and courses with travel components); (2) student exchanges; and (3) independent studies and other activities required as part of degree programs (including research, clinical activities, internships, etc.).

Co-curricular and extra-curricular activities means other activities sponsored by DePaul, including activities sponsored by a registered student organization.

Other activities for which transfer credit is sought means another independent activity for which the student anticipates seeking transfer credit from DePaul upon conclusion of the activity (including study abroad programs sponsored by organizations or institutions other than DePaul).

This policy does not apply to situations where faculty and staff travel without accompanying DePaul students. Faculty and staff should consult their College/School offices and other applicable DePaul policies, procedures, and guidelines for information regarding the various requirements for faculty and staff who travel for University purposes without accompanying DePaul students.

Any questions as to whether particular travel falls within the scope of this policy should be directed to the Associate Provost for Global Engagement or their designee.

Travel waivers allow the University to communicate the responsibilities, rights, and risks associated with certain student travel.

Registration with GE allows the University to accurately keep track of certain student travel in a centralized manner. Registration also helps to improve the safety of those traveling by allowing the University to quickly communicate with students in case of an emergency. Additionally, registration allows the University to track over time the number of students who participate in different activities. Finally, for international travel, registration gives GE an opportunity to proactively share health and safety information (including emergency procedures) and other resources; and to facilitate the purchase of health insurance, which will be charged to students' DePaul Student Accounts. For all other travel, the sponsoring unit is responsible for managing health and safety procedures, including emergency procedures.

Travel waivers and registration with Global Engagement (GE) are required as follows.

Location and Duration of Travel	Type of Activity		
	Credit-Based Activities	Co-Curricular or Extra-Curricular Activities	Transfer Activities
Local (any length)	No requirements pursuant to this policy	No requirements pursuant to this policy	No requirements pursuant to this policy
Non-local domestic (day)	Waiver required	Waiver required	No requirements pursuant to this policy

Non-local domestic (overnight)	Registration with GE required - <i>except for internships and clinical activities</i>	Waiver required	No requirements pursuant to this policy
International (any length)	Registration with GE required	Registration with GE required	Registration with GE required

### **Local Travel**

Local travel is travel within the Chicagoland area (Cook, DuPage, Kane, Lake, McHenry, and Will counties).

Neither travel waivers nor registration are required for local travel, regardless of the type of activity.

### **Non-Local Domestic Travel**

Non-local domestic travel is travel outside the Chicagoland area (as defined above), but within the United States.

Travel waivers are required for non-local domestic day trips related to credit-based or co-curricular/extra-curricular activities.

Travel waivers are also required for non-local domestic overnight trips that are related to co-curricular/extra-curricular activities.

Registration with the Office of Global Engagement (GE), according to the procedures described below, is required for non-local domestic overnight trips that are related to credit-based activities, except for internships and clinical activities.

Neither travel waivers nor registration are required for non-local domestic travel related to activities for which transfer credit is sought.

### **International Travel**

Registration with GE, according to the procedures described below, is required for international travel for credit-based activities, co-curricular/extra-curricular activities, or activities for which transfer credit is sought.

### **Additional Requirements for Travel to Countries with Certain Travel Advisories**

The U.S. Department of State maintains a travel advisory system with a four-tiered rating system. Countries are ranked as follows:

- Level 1 - Exercise normal precautions
- Level 2 - Exercise increased caution

- Level 3 - Reconsider travel
- Level 4 - Do not travel.

Additionally, the Department of State may assign a separate rating to individual regions or cities within a country.

Similarly, the Centers for Disease Control and Prevention maintain a three-tiered rating system of Travel Health Notices about current health issues that could impact travelers' health:

- Watch Level 1, Practice Usual Precautions
- Alert Level 2, Practice Enhanced Precautions
- Warning Level 3, Avoid Nonessential Travel

The Provost must approve in advance travel for credit-based activities and co-curricular/extra-curricular activities whose planned itinerary includes countries or particular regions rated by the Department of State at a Level 3 or Level 4 travel advisory and/or rated by the CDC at a Level 3. Approval is not required for activities in these countries for which transfer credit is sought. Approval is managed by GE, according to the procedures detailed below.

The approval requirement helps support student, faculty, and staff safety; protects the University from liability; affords the University a centralized mechanism for ensuring that consistent decisions are made regarding travel; and, affords GE a proactive opportunity to share information and resources.

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## **Procedures**

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### **Procedures for Travel Waivers (without registration)**

In situations where a travel waiver is required, but registration with GE is not required, the University unit that is coordinating the activity is responsible for developing appropriate procedures to distribute, collect, and maintain travel waivers in accordance with the University Records Retention Schedule.

All travel waivers must be approved by the Office of the General Counsel. Travel waiver forms are available at [this link](#).

### **Procedures for Registration**

The Office of Global Engagement (GE) is charged with maintaining a Student Travel Database containing current travel and contact information for students participating in activities for which registration is required pursuant to this policy.

In order to keep this database current, units sponsoring various types of student travel and students travelling independently under the circumstances described in this policy below must notify GE of their travel by registering their travel.

Travel registration must be completed no less than 90 days prior to departure. Requests for registration that are submitted less than 90 days prior to a desired departure will only be reviewed under extenuating circumstances as determined in the discretion of the Associate Provost for Global Engagement.

Students travelling independently are responsible for completing their own Travel Registration Application

If students are travelling as part of a University group, the sponsoring unit, through its faculty or staff facilitating student participation, is responsible for completing the Travel Registration Application. GE will assist with registration of domestic travel that is managed by GE and international travel.

Once GE receives the appropriate information, it may contact the student or sponsoring unit to request further information, provide resources, or discuss the travel in greater detail.

### **Procedures Related to Travel Approval**

If travel approval is required pursuant to this policy, the sponsoring unit or student travelling independently must initiate the approval request by contacting the Office for Global Engagement (GE), after obtaining any other approvals which may be required, no less than 90 days prior to their desired departure. This request is initiated by submitting a "Request for XXX" to GE.

The Associate Provost for Global Engagement, in consultation with the Office of the General Counsel, the Globalization Task Force, and other University offices as appropriate, will review the materials submitted and surrounding circumstances and make a recommendation to the Provost as to whether the travel should be approved. All decisions made by the Provost are final.

Requests for travel approval that are submitted less than 90 days prior to a desired departure date will only be reviewed under extenuating circumstances as determined in the discretion of the Associate Provost for Global Engagement and the Provost as appropriate.

In some instances, as part of the approval process, the sponsoring unit or student may be asked to create additional emergency or security procedures, or GE might request that all participating individuals sign additional waiver documents.

The Associate Provost for Global Engagement, in consultation with other University offices, and with the involvement of the Provost when appropriate, will address situations where the Department of State assigns a Level 3 or Level 4 travel advisory after approval has been given or during travel.

Additional detailed procedures regarding registration and travel approval may be developed and communicated to the University community as part of policy implementation.

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## **Divisional Collaborations**

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Financial Affairs

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**Contact Information**

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None.

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**Appendices**

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None.

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**History/Revisions**

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