

Instruction Packet

DOMESTIC & INTERNATIONAL TRAVEL PROCEDURES

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2016-2017

Policies and Procedures

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PURPOSE

A global perspective is essential to Creighton University's academic mission, and the university has long supported domestic and international travel to conduct research, study cultures and languages, promote collaboration with peer institutions, represent the University, engage in service activities, and for other academic, administrative, and sanctioned faculty, staff and student activities. The purpose of this policy is to outline the approval process for university-supported or university-related domestic or international travel and related requirements, thereby promoting such travel while mitigating associated risks.

POLICY

All travel sponsored, organized or facilitated by Creighton University must be under the oversight of an administrative unit of the University. Because travel programs may involve academic course credit, service and leadership components, international / cultural experiences, faculty or staff development or scholarly exchange, and extraordinary health, safety, and security issues, the necessary administration of all travel includes the Deans of the academic units, the Division of Student life, the Division of Mission and Ministry, the Global Engagement Office and the Office of the General Counsel.

Domestic and international travel contemplated in this policy includes, but is not limited to, individuals and groups who receive University funding or who travel under the auspices of Creighton University funded by personal and/or group finances (i.e. Faculty-Led Programs Abroad, study abroad, international and domestic credit-bearing internships, immersions, retreats, service trips, team travel, academic competitions, presentations, conferences, etc.).

Travel plans must first be reviewed and approved through the appropriate department, division, College or School. International travel must also be reviewed, approved and registered through the Global Engagement Office in order to determine if the travel is covered under the University's liability insurance, if special risk waivers will be needed, or if there are any special requirements as indicated in the Export Controls Policy. The Global Engagement Office will work with the General Counsel to make sure there are no export controls issues with the international travel in order to protect the traveler from potential criminal liability. Registration of travel provides the Global Engagement Office the traveler's emergency contact information.

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Approved international travel is covered under Creighton's liability insurance. All Creighton faculty, staff and students traveling abroad under the auspices of Creighton University are required to purchase the supplemental travel insurance administered by the Global Engagement Office for the duration of their time outside the United States. This insurance covers unforeseen circumstances such as trip cancelations, delays, repatriations, etc.

In addition, all travelers who are U.S. citizens must register their trip in the Smart Traveler Enrollment Program (STEP), a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country so the Department of State can better assist them in an emergency. Travelers who are not U.S. citizens must consult the embassy of their own country to register for an equivalent service if any is provided.

International travel will only be permitted in countries with which the United States has official relations and in regions where there are no existing U.S. State Department Travel Warnings. Exceptions may be considered in consultation with the General Counsel, the Executive Director of the Global Engagement Office, and the sponsoring Dean or Vice Provost.

Individuals who may have experienced harassment, discrimination, or an incident of discrimination under Title IX (sexual assault, sexual harassment, dating violence, stalking, sex discrimination, or pregnancy discrimination) during travel sponsored, organized or facilitated by Creighton University are encouraged to contact the Office of Equity and Inclusion at 402-280-3189 or oei@creighton.edu to make a report or learn more about support services available on campus.

Faculty/staff members are required under Creighton policy to report Title IX incidents to the Office of Equity and Inclusion to ensure compliance with federal law, and to maintain the safety of the campus community and its members. For more information, please visit www.creighton.edu/oei.

Students are held to the regulations and standards set forth in the Student Handbook and other official University bulletins while traveling as a part of a Creighton University sponsored, organized or facilitated experience.

Students with documented disabilities or those who are pregnant may request accommodations from the Office of Disability Accommodations. For more information, contact 402-280-2166 or visit www.creighton.edu/disabilitysupportservices. Faculty and/or staff with documented disabilities or those who are pregnant are encouraged to contact Human Resources for assistance.

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Failure to comply with this Travel Policy and related procedures may expose travelers to individual liability. Additionally, all approved travel must adhere to Creighton University's Code of Conduct, Student Handbook, Faculty Handbook and/or the Employee Handbook.

SCOPE

All domestic and international travel undertaken by faculty, staff and/or students that is sponsored, organized, facilitated or encouraged by Creighton University must be under the supervision of an administrative unit of the University.

This policy does not pertain to:

- Travel within 75 miles of the Omaha metro area;
- Travel within or outside of the US for purposes of vacation, semester breaks, attendance at an athletic/recreational event as a non-participant, or pleasure;
- Travel within the US for the purposes of student-teaching, internships, practicum, clinicals, rotations, service-learning, observations and research;
- Creighton University students who travel on their own or as a group with a non-Creighton University program;
- Creighton University students who travel domestically or overseas during a leave of absence from Creighton University or who are not enrolled during the fall and/or spring semester(s);
- Creighton University faculty/staff travel for work outside their employment responsibilities at Creighton University.

DEFINITIONS

Travel within this policy refers to international excursions as well as domestic trips beyond 75 miles of the Omaha metro area.

Student curricular travel refers to travel programs undertaken by students for academic purposes through which students earn academic credit granted either by Creighton University or by another institution and transferred to Creighton University. Such programs include domestic and international travel courses and short-term or semester-long study abroad opportunities. This is also referred to as education abroad or study abroad.

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Student co-curricular travel is defined as travel that is either sponsored, organized or facilitated by registered student organizations or university departments, and student travel utilizing Creighton University's name which does not involve the granting of academic credit. This includes travel conducted by a registered student organization for its members that does not utilize university funding. Examples of student co-curricular travel include, but are not limited to: club sports team competitions, service trips, conferences, formals, retreats, etc. Travel includes both foreign and domestic travel outside of the Omaha metro area.

Export controls are laws and regulations that restrict the use of and access to certain goods and information for reasons of national security or protection of trade. These controls also restrict financial transactions and provision of services to certain foreign entities. They exist to prevent terrorism and the proliferation of weapons of mass destruction, as well as to protect US security and economic interests. Providing goods or information to a foreign national is potentially an export under these regulations, in addition to the traditional definition of exports. Faculty and staff should be particularly aware of these regulations, as the combination of innovative research and an open academic environment could lead to the unintended dissemination of controlled goods to restricted parties. Failure to comply with export control laws can lead to economic fines or even imprisonment.

PROCEDURES

Procedures associated with this policy are available on the Global Engagement Office website at www.creighton.edu/geo. Procedures are updated periodically in response to global issues and should be consulted whenever considering travel opportunities sponsored, organized, facilitated or encouraged by Creighton University.

Specific procedures available on the Global Engagement Office website have been designed for the following types of opportunities:

1. Domestic and international credit-bearing travel programs involving students;
2. Domestic and international co-curricular travel programs involving students;
3. Domestic and international travel involving athletic teams;
4. International travel involving faculty/staff;
5. International travel safety and emergency protocol.

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ADMINISTRATION

This policy is administered jointly by the Office of the Provost, the Office of the Vice Provost for Student Life, the Global Engagement Office, and the Office of the General Counsel.

AMENDMENTS OR TERMINATION OF POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.

Creighton University
GLOBAL ENGAGEMENT OFFICE

Domestic and International Credit-Bearing Travel Programs Involving Students

All approved student travel must adhere to all Creighton University policies.

International Curricular Travel

Travel programs for academic purposes involving students are focused on student learning and development. Travel experiences provide opportunities that encourage student development and integration of new knowledge and experiences (e.g., leadership skills, maturity and growth in cultural awareness). Depending on the particular site and program goals, travel programs foster discipline-specific and/or interdisciplinary learning outcomes appropriate to the curriculum. Thus, travel opportunities may provide language and intercultural development as appropriate to its programmatic objectives.

Consistent with the Creighton University Catholic mission and Jesuit identity, travel opportunities ideally should provide opportunities for reflection during and after the experience. Travel participants should particularly take into consideration the impact the program and its participants may have on the environment and the people of the destination locations.

The student learning outcomes and overall student experience shall be assessed at the conclusion of the program. Please refer to the academic assessment plan available in the College or School granting credit for international courses.

Leader Responsibilities

All university sponsored curricular group travel must include two trip leaders. A minimum of one leader must be a faculty member who is the instructor of record for the course for which academic credit will be earned. The second leader may be a faculty member or staff person approved by the Dean of the corresponding credit granting School or College.

In addition to the common duties associated with employment status (if applicable), the responsibilities of a travel leader may include, but are not limited to:

1. Obtaining approval to lead the trip or teach the course from the credit-granting School or College's Dean in conformity with the School or College's approval process. This includes preparation of a syllabus with learning outcomes and the corresponding assessment plan.

2. Attending a travel orientation, including a review of relevant University policies and procedures in collaboration with the Global Engagement Office and prior to student recruitment;
3. Cooperating with students, parents, and University offices in planning and executing travel details.
4. Making on site arrangements for guest lecturers and, when possible, organizing site visits prior to travel when possible (it is preferable that most activities be planned before departure).
5. Assuring that all contracts with third-party vendors follow University guidelines for approval;
6. Preparing a travel plan and itinerary with accurate contact information for each destination site to be visited;
7. Ensuring that participants engage in cross-cultural orientation sessions where necessary;
8. Complying with the deadlines for the submission of materials and documents to the appropriate units of the University or external organizations for approval;
9. Notifying students of application and documentation submission deadlines and adhere to cut-off dates;
10. Ensuring that all participants have met all application requirements and submitted all mandatory documentation;
11. Notifying the Global Engagement Office in a timely manner of any changes in plans, itineraries or rosters previously submitted;
12. Mediating language difficulties, cultural sensitivities and local community relations for participants, when applicable;
13. Assessing student learning outcomes at the conclusion of the program;
14. Managing and accounting for all funds dispensed for and by the University and/or other funding agencies after returning to the United States, consistent with University policy;
15. Immediately reporting to the Global Engagement office any student misbehavior or infractions of Creighton University policies; and
16. Submitting a final report on the travel experience to the office of the sponsoring dean/Vice Provost and the Global Engagement Office.

Student Responsibilities

In addition to meeting the program's specific eligibility requirements, the responsibilities of students participating in any travel experience include, but are not limited to:

1. Complying with the deadlines for the submission of accurate application materials and documents to the appropriate units of the University and/or external organizations;
2. Reading and carefully considering all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies);
3. Conducting independent research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations;

4. Disclosing accurate and complete health information to responsible parties as well as making any reasonable accommodation requests when applying for or accepting a place in a program;
5. Notifying both the trip leader (or sponsor) and the Global Engagement Office (GEO) of any changes in travel plans or itineraries as declared on forms previously submitted;
6. Completing a pre-departure orientation as scheduled by the trip leader and/or the Global Engagement Office;
7. Completing all course assignments and activities before, during and after the experiences (if applicable)
8. *When participating in group travel:* Providing notification to responsible leaders and receiving approval regarding plans outside of scheduled events or activities prior to engaging in those activities;
9. *When participating in an education abroad experience not under direct supervision of a Creighton University group leader:* Registering the foreign address (physical location) and cell phone number used while abroad via the online registration portal managed by the Global Engagement Office (GEO).

Prior to registering for a travel experience, students must review all relevant University policies, as well as all the rules, regulations and responsibilities set forth in the student Code of Conduct, and agree in writing to comply with any such rule, regulation or policy.

Student Eligibility and Selection

Travel participants must be students in good standing who are enrolled at Creighton University or at a University with whom Creighton holds an agreement for participation in travel opportunities. Students may not participate if a hold has been placed on their student records or accounts. The final decision for acceptance of the student is at the discretion of the Executive Director of the Global Engagement Office. Creighton students are eligible for participation provided that they:

1. Meet the necessary trip prerequisites;
2. Carry a minimum GPA of 2.5 (unless programs have standards for a higher GPA);
3. Are in good academic standing;
4. Are in good disciplinary standing at the time of application (students on probation must have one clear semester by the time of application in order to study abroad);
5. Remain in good disciplinary and academic standing the semester prior to the study abroad opportunity.

Students who are U.S. citizens must register their trip in the Smart Traveler Enrollment Program (STEP), a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country so the Department of State can better assist them in the event of an emergency. Students who are not U.S. citizens should check with an embassy or consulate of the country of destination and/or native embassy regarding entry visa requirements and for the availability of a program similar to STEP provided by their home country.

Degree-seeking students from other universities who are interested in participating in Creighton

University's travel programs must meet the eligibility requirements listed above and have their respective home institution's Global Affairs Office or Study Abroad Office send Creighton's Global Engagement Office (GEO) information on processes needed for compliance and acceptance of credits.

Student Application Process

Interested students may access the Global Engagement Office (GEO) website to complete and submit the appropriate program application online and upload any required documents. Trip leaders and administrators are automatically notified of any application submitted by a student.

If a student is under the age of 19, the student is required to submit a supplementary parent release provided by the Global Engagement Office (GEO). While this form is not required for students over the age of 19, it is their responsibility to make sure parents, guardians, sponsors or other appropriate parties are informed of their plans.

Student Approval

Approval to travel is granted in consultation with the Global Engagement Office (GEO) and the respective Dean's Office(s), the Division of Student Life and/or the Division of Mission and Ministry.

Disability Accommodation

The prerequisites, recruitment, selection, and admission of travel participants must be published, transparent, and consistent with Creighton's policies and any applicable course requirements and standards. In accordance with federal and state laws and regulations as well as University policy, all qualified students seeking admission to a travel program will receive equal consideration without unlawful regard to race, ethnicity, religion, national origin, gender, age, disability, marital status, veteran status, or sexual orientation, gender identity and sexual expression.

Faculty, staff and student leaders, in collaboration with the Global Engagement Office (GEO) and the Division of Student Life/Division of Mission & Ministry, will consider any applicant who demonstrates the ability to perform the skills and abilities specified in the program requirements and standards with or without reasonable accommodation consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. These Acts allow for the provision of services and accommodations for qualified students with disabilities to ensure equal access to educational opportunities, programs and activities in the most integrated setting possible. Students requesting accommodations must take the follow steps:

1. Submit a request for accommodation with supporting current documentation from a qualified provider (i.e. licensed physician, psychiatrist, psychologist, or other credentialed healthcare practitioner) to the Global Engagement Office (GEO). Any student requesting accommodations must submit medical or other diagnostic documentation of the disability and any limitations.

2. Submit the documentation no less than least ten (10) weeks in advance of the departure date for the respective program or activity in order to allow sufficient time to arrange for reasonable and necessary accommodations to allow full and equal access to all program services offered by the University.

Requests for accommodations submitted to the Global Engagement office will be reviewed by the Office of Disability Accommodations and the Office of General Counsel.

It is important to note that although Creighton University is committed to providing full and equal access to all its programs, educational institutions and other organizations abroad may not be required to provide certain accommodations which may be deemed appropriate at Creighton University. When reasonable, Creighton University will make every effort to assist students in obtaining needed accommodations while they participate in a program abroad.

It is the student's responsibility to disclose the need for accommodation in a timely manner. If a student fails to disclose need for accommodations prior to departure, his/her ability to complete the planned program may be jeopardized and require program termination.

Student Discipline and Code of Conduct

Trip leaders are responsible for enforcing all Creighton University standards and policies.

Students participating in travel experiences are bound by all applicable Creighton University rules, regulations, and policies. In addition, participants must abide by the rules, regulations and policies of any foreign/domestic institutions at which they may stay for study, and by the laws of all foreign countries they may visit. Violations of any Creighton University policy, rule or regulation set forth in the *Student Handbook*, and those of other relevant University Policies and regulations will not be tolerated. In cases where rules, regulations, policies and /or laws conflict, students are expected to abide by Creighton University policies, Nebraska law, and federal law. In addition, students shall be bound by expectations or regulations necessary for the proper functioning of the program, as specified in writing by the leader.

The only exception to these rules is the responsible consumption of alcoholic beverages if the student is legally allowed to drink in the host country. Illegal, irresponsible drinking and/or unacceptable behavior while drinking are violations of the University policy, and in some countries such behavior may lead to a violation of local laws in addition to program and University conduct code violations. Leaders are responsible to monitor appropriate consumption while students are in their presence, and students are accountable to self-monitor individual and peer behavior.

If there is a reason to believe that a student's conduct poses a significant risk or threat of harm to the health or safety of the student, to others, to the stability or continuance of the travel experience, to property, or adversely affects the integrity of the program and the reputation of Creighton University, the leaders will meet with the student to address the concern. In advance of that meeting, the leader must confer with the Executive Director of Global Engagement when

any misbehavior and/or alleged violations of the Student Handbook have taken place in order to determine future action(s). The Executive Director of Global Engagement and trip leader may further confer with the Vice Provost for Student Life, the sponsoring Dean's office, the Vice Provost for Mission & Ministry, or other University personnel when applicable. Violations of the foreign institution's policies or foreign country's laws will first be address within that institution or country, and later, if appropriate, through the Creighton University discipline system.

If after the appropriate University personnel and the trip leader determine that the student's continued association with the trip poses a significant risk or harm to the student or endangers the health or safety of other program participants, adversely affects the integrity of the program or the reputation of Creighton University, or negatively influences the relationship with a foreign/domestic institution or country, then the student may be dismissed immediately from the program. In advance of the meeting, the leader will advise the student regarding the conduct that necessitated the meeting. The leader will prepare a written and dated record of the meeting. The record will then be forwarded to the appropriate officials for review and determination regarding the need for additional action.

In the event of dismissal from the program the student must immediately vacate the facilities provided by the program and withdraw from all course work associated with the program. The trip leader will accompany the student to the nearest transportation facility, if applicable, for the journey home. Additionally, a dismissed student remains responsible for all costs associated with program enrollment, including expenses related to a return trip to the United States if necessary and without recourse to a refund.

Beyond these provisions, a student's conduct and discipline are governed by relevant provisions of the *Student Handbook*. As such, participants may be subject to additional disciplinary procedures and penalties under those provisions upon their return from abroad.

Preparation for the Learning Environment

Mandatory Pre-departure Orientations

All participants are required to attend pre-departure orientations led by the trip leader(s) or administrators, the Global Engagement Office (GEO), and/or representatives from the Division of Student Life or Mission & Ministry. The purpose of a pre-departure orientation is to promote consistency in the delivery of information related to a) host location and culture knowledge; b) policy and regulation expectations; and c) health and safety or risk management information.

Central to the pre-departure formation is a focus on learning respect and appreciation for traditions symbols and practices of the host culture. Reflection opportunities will be provided at orientation, during pre-departure formation, and at the conclusion of travel in order to integrate the travel experience more thoroughly into the life of Creighton students. Reflection - whether individually or communally - deepens experiences and helps students integrate meaning as they become aware of the self-growth and solidarity which often result from cultural exchange

Returning Student Support

The trip leader(s), the Global Engagement Office (GEO) and representatives from the Division of Student Life and/or Mission & Ministry will arrange for post-study abroad or travel reentry support for students.

Organizational and Program Resources

1. Leaders

Leaders include Creighton faculty, staff and, under limited circumstances, approved students who possess the qualification, knowledge, an appropriate level of commitment, and the engagement to support the student learning environment both inside and outside the classroom. They hold U.S. citizenship or a valid permanent resident status in case circumstances abroad require that they seek the support of the local U.S. Consulate or Embassy for themselves and their students. They may also be familiar with the local culture.

Every group education abroad or university-sponsored group travel experience will have a minimum of two (2) leaders approved by the sponsoring unit.

Minor children, family members or others who are not employed by or enrolled in Creighton University, or are otherwise approved participants are not generally permitted to participate in, or accompany the group on the trip. Leaders may contact the Global Engagement Office (GEO) to apply for an exception. For an exception to be considered there must be a clear plan outlining the activities of non-Creighton participants. The co-leader must also agree to the plan. No Creighton University funds may be approved for use by non-Creighton participants, and special documentation may be required.

Leaders will participate in a training session organized by the sponsoring Dean's/VP's office and supported by the Global Engagement Office (GEO), Division of Student Life, and the Student Health Center. Topics will include, but are not limited to:

- Leader responsibilities and timelines;
- Relevant academic, administrative and legal policies;
- Protocols for handling issues that may arise in the course of a trip (e.g., legal, health-related, and disciplinary incidents);
- Procedures regarding travel and communication.

Leaders shall attend an annual information session for recurring trips to assure they are abreast of current University requirements.

2. Communication with Creighton University Campus

Leaders are required to carry a cell phone that functions in the host location in order to be contacted throughout the duration of the trip. Potential calling costs (including roaming fees) should be calculated into the program budget. For international travel, there are many ways to communicate from abroad, such as (1) adding international service to a personal cell

phone for the time abroad; (2) renting/purchasing a cell phone in the host country; (3) purchasing a plan through a provider in advance of departure; or (4) purchasing a SIM card for their personal phone and getting a local number.

Leaders will provide the sponsoring Dean's/VP's office and the Global Engagement Office (GEO) with the numbers for both their personal cell phone and international phone(s), if applicable.

3. Resources

- a. **Finances:** Each college/school/division/group may establish guidelines regarding financial resources required for the trip. Please refer to the guidelines provided by the specific College / School under which the trip is sponsored.
- b. **Facilities for Learning:** The trip will utilize facilities that are appropriate to the goals for the program and the host environment and culture.
- c. **Housing:** Participants will be housed in safe, clean, and culturally appropriate lodgings and will be provided with an appropriate orientation to the facilities. The University's "One Bed, One Body" policy will also apply to all participants in the trip.
- d. **Contractual Arrangements:** Leaders will follow University policy and protocols regulating contractual arrangements for housing, transportation, and services.

4. Health, Safety, and Security for International Travel

a. Safety and Security

International trips will only be offered in regions with which the United States has official relations and where there are no existing U.S. State Department Travel Warnings. Exceptions may be considered in consultation with the General Counsel, the Executive Director of Global Engagement and the sponsoring Dean/VP.

Regardless of the location(s), leaders should be prepared to respond to health and safety problems, whether emergency or routine in nature. Each planned travel program must include a safety plan for the entirety of the program. Program leaders should obtain health, safety, and security information for the program(s) / locations to be visited before the program is approved. A safety plan must include the following:

- Emergency preparedness processes and crisis response plan for the trip.
- Name and contact information for local health providers who would be accessed in the case of a medical emergency.
- Criteria for removing a participant from the country in consideration of participant behavior, health, and safety factors.
- Verification that all participants have purchased the required travel insurance.

- Identification of a communication plan with all program sponsors and others who need to know.

Please review the **International Travel Safety and Emergency Protocol** for additional information.

b. Safety Risks and Concerns

Leaders must advise participants of all activities involved in the experience in the program description. Prospective students must review descriptions thoroughly before submitting an application. Examples of activities include, but are not limited to, sports or physical activities, environmental concerns, and health issues. Environmental concerns include anything from poisonous snakes and insects, to air or water pollution, to extreme traffic hazards. There may be cultural expectations or practices that all students must abide by while on location. While Creighton University and/or other program sponsors cannot eliminate all risks and guarantee or assure the safety and/or security at all times in all study abroad environments, leaders must make a good faith effort to prepare participants for all likely eventualities.

All trips must comply with Creighton's policies regulating rental and use of motor vehicles. All private carriers hired to provide required group transportation must provide certification of appropriate insurance coverage to the Global Engagement Office.

c. Health / Travel / Liability Insurance

All Creighton faculty, staff, and students traveling abroad under the auspices of Creighton University are required to purchase the supplemental travel insurance administered by the Global Engagement Office (GEO) for the duration of their time away from the United States. All travelers must maintain primary health insurance coverage while abroad. It is the responsibility of the leader to check with the embassy or local consulate of the host country to determine if travel insurance is required in order to obtain a visa to enter the host country. International students, scholars, and faculty are eligible to purchase the insurance if traveling outside the U.S. and outside their home country. The leader must be apprised of student health issues prior to departure so that they can be prepared to handle student, staff, and faculty health issues that may arise.

The insurance policy selected by Creighton University for its students, faculty and staff traveling abroad includes trip insurance to cover unforeseen circumstances such as trip cancellation, delays, etc.

d. Local Resources

The leader must have contact information at the location to assist with emergencies and health and safety issues, including the nearest U.S. consulate, local hospitals, and physicians.

The leader will verify that all participants who are U.S. citizens have enrolled in the Smart Traveler Enrollment Program (STEP). The leader should verify that participants who are not U.S. citizens have verified with their home countries if a program similar to STEP is available to them.

e. **Risk Management**

In case a warning is issued by the U.S. Department of State while the trip is in progress, the Leader will follow the directives of the warning and communicate with the Global Engagement Office (GEO) and the sponsoring dean's/VP's office.

Travel must have been cleared with the Global Engagement Office (GEO) in order to assure that all participants will be covered by Creighton's insurance for international travel.

f. **Emergencies**

The University will have adequate and clearly defined emergency communication plans and contingency plans. The leaders will assure that their communication devices (e.g., cell phones) have been tested and assessed and have backup plans in place. Trip participants need to be informed about what to do in the case of emergencies

- Student Emergencies: The leaders, the office of the sponsoring Dean/VP, and the Global Engagement Office (GEO) will have emergency contacts for individual students in case of emergencies.
- Group Emergencies: The leaders will have emergency contacts and contingency plans in case of an emergency that includes the entire group
- All participants must review and follow procedures set in the International Travel Safety and Emergency Protocol

g. **Immunizations**

All trip participants must consult with their health care provider and appropriately follow recommendations regarding the CDC's current immunization recommendations. Vaccinations must be up to date prior to departure and participants must travel with them all required medicines to complete immunizations regimens. Failure to do so may result in trip dismissal.

5. **Faculty-Led Programs Abroad (FLPAs)**

A faculty member who wishes to lead a FLPA must submit a preliminary proposal and accompanying budget to the department chair and/or to the sponsoring Dean of the college/school awarding academic credit for the course(s) involved.

The sponsoring Dean (or his/her designee) and the Executive Director of Global Engagement will meet to review the preliminary proposal for approval. The budget will be administered in

the appropriate college or school that awards the academic credit.

Once the sponsoring Dean and the Executive Director of Global Engagement have approved the preliminary proposal, the FLPA leader should develop a more detailed final proposal with a complete budget and submit both to the office of the sponsoring Dean and the Global Engagement Office.

The office of the sponsoring Dean will determine the process for continuing approval of FLPA's.

The sponsoring Dean of the school or college awarding credit for courses involved in a FLPA may cancel the program for a variety of reasons including, but not limited to, the following:

- A change in contractual status of the principal FLPA leader;
- The enrollment of fewer students in the FLPA than the budgeted minimum;
- Events in the international arena or at a planned residential site that suggests the security of the participants cannot be reasonably assured;
- Changes in the cost of travel that occur between the time of an initial FLPA approval and the time of the trip;
- Inadequate fulfillment of the responsibilities by the FLPA leader.

Domestic Curricular Travel

Like international programs, domestic travel programs for academic purposes involving students are focused on student learning and development. Travel experiences provide opportunities that encourage student development and integration of new knowledge and experiences (e.g., leadership skills, maturity and growth in cultural awareness). Depending on the particular site and program goals, travel programs foster discipline-specific and/or interdisciplinary learning outcomes appropriate to the curriculum.

Also consistent with international travel opportunities, domestic travel opportunities should ideally provide occasion for reflection during and after the experience. Travel participants should particularly take into consideration the impact the program and its participants may have on the environment and the people of the locations visited.

The student learning outcomes and overall student experience shall be assessed at the conclusion of the program. Please refer to the academic assessment plan available in the College or School granting credit for international courses.

Leader and student responsibilities for curricular domestic travel are the same as those described above for international travel. Likewise, domestic travel programs will follow the same student application, selection and approval process as the international programs, with the exception that

only an Assumption of Risk and Release Waiver form will be required by the Global Engagement Office (GEO).

Creighton University
GLOBAL ENGAGEMENT OFFICE

Domestic and International Co-Curricular Travel Programs Involving Students

All approved student travel must adhere to all Creighton University Policies.

International Co-Curricular Travel

Student international co-curricular travel must be registered through the Division of Student Life, and must be reviewed and authorized through the Global Engagement Office (GEO) before any travel plans are made. Violation of this requirement will result in the incident being referred to the Center for Student Integrity and may result in sanctions.

All university sponsored domestic international group travel must include two trip leaders. For registered student organizations, a student officer from that organization must travel with the group as one of the trip leaders for all non-university sponsored travel. Any exceptions to this requirement are to be granted only by the respective Dean/Vice Provost for Student Life/Vice Provost for Mission and Ministry or his/her designee.

Trips leaders (for group travel) or individual students (for individual travel) must submit the ***Request to Travel*** form to the Division of Student Life's Student Leadership and Involvement Center, located in the Skutt Student Center. A copy of the Request to Travel form will be submitted to Global Engagement Office for all international student organization travel requests.

The ***Request to Travel Form*** for international travel must be submitted to the Student Leadership and Involvement Center a minimum of 9 weeks before international travel. Requests submitted late may result in denial of the application.

Once approved by both the Student Leadership & Involvement Center and the Global Engagement Office, the Global Engagement Office will contact the group leader(s) or individual students to schedule a mandatory travel orientation session. During this orientation, students will be informed of deadlines and instructions for completion of the ***Emergency Plan and Contact Form***, and provided specific documents that each individual traveler must submit to the Global Engagement Office (GEO). To be authorized for international travel, travelers must submit the following documents through the online application system managed by the Global Engagement Office (GEO):

- Copy of the photo page of current passport;
- Assumption of Risk and Release Waiver;
- Parent Release (for students younger than 19 years of age)

- Health Clearance Form;
- Flight Information;
- Flight Itinerary;
- STEP registration;
- Travel Insurance Enrollment.

Leaders will participate in a training session organized by the Global Engagement Office (GEO) with participation of Division of Student Life and the Student Health Center. Topics will include, but are not limited to:

- Leader responsibilities and timelines;
- Relevant academic, administrative and legal policies;
- Protocols for handling issues that may arise in the course of a trip (e.g., legal, health-related, and disciplinary incidents);
- Procedures regarding travel and communication.

Leaders shall attend an annual information session for recurring trips to assure they are abreast of current University requirements.

Domestic Co-Curricular Travel

Student domestic co-curricular travel must be registered through the Division of Student Life before any travel plans are made. Violation of this requirement will result in the incident being referred to the Center for Student Integrity and may result in sanctions.

All university sponsored domestic co-curricular group travel must include two trip leaders. For registered student organizations, a student officer from that organization must travel with the group as one of the trip leaders for all non-university sponsored travel. Any exceptions to this requirement are to be granted only by the respective Dean/Vice Provost for Student Life/Vice Provost for Mission and Ministry or his/her designee.

Leaders shall participate in an initial orientation and complete an annual information session for recurring trips to assure they are abreast of current University requirements.

Trips leaders (for group travel) or individual students (for individual travel) must submit the ***Request to Travel*** form to the Student Leadership & Involvement Center for all domestic co-curricular travel beyond 75 miles from the Omaha metropolitan area. Students must attend a travel orientation session with the Student Leadership & Involvement Center, and must submit the following to the Student Leadership & Involvement Center:

- Assumption of Risk and Release Waiver;
- Copy of Driver's License (if applicable);
- Driving Guidelines Form (if applicable);
- Proof of Insurance (if applicable).

The ***Request to Travel*** form must to be submitted for each trip for groups traveling regularly (i.e. a sports club traveling regularly for competitions in which the participants remain the same). However, the additional individual forms listed above only need to be updated as information changes within the academic year.

The ***Request to Travel*** form must be submitted to the Student Leadership & Involvement Center a minimum of 3 weeks prior to the start of domestic travel. Late submissions may result in denial of the application.

Creighton University
GLOBAL ENGAGEMENT OFFICE

Standards and Procedures for Faculty and Staff International Travel

All approved faculty/staff international travel must adhere to all Creighton University Policies.

International travel undertaken by faculty and/or staff for purposes integral to an individual's employment at Creighton University constitutes University faculty/staff travel. University faculty and/or staff international travel includes, but is not limited to, conference participation, research or teaching activity, official representation, and University-sponsored academic and service programs. University international travel does not include travel for consultancy work, trips primarily personal in nature, or travel engaged on behalf of other institutions or entities unless such work is performed in conjunction with a Creighton University grant.

Travel Registration

Travel plans must first be reviewed and approved through the appropriate department, division, College or School. International travel must also be registered through the Global Engagement Office in order to determine if the travel is covered under the University's liability insurance, if special risk waivers will be needed, or if there are any special requirements as indicated in the Export Controls Policy. The Global Engagement Office will work with the General Counsel to make sure there are no export controls issues with the international travel in order to protect the traveler from potential criminal liability. Registration of travel provides the Global Engagement Office the traveler's emergency contact information.

Faculty and/or staff undertaking international travel must register their trip with Creighton University's Global Engagement Office (GEO), and enroll in the University's travel insurance program. International insurance provides coverage in the event of a health or security emergency abroad, which is not typically covered by domestic insurance plans. All international faculty/staff travel, – regardless of duration, requires enrollment in the University's travel insurance plan.

Registration is essential to ensure that the traveler will be covered by the University's workers compensation insurance plan while abroad. Supplemental traveler's insurance is required to cover expenses the University's insurance does not cover, such as emergency evacuation, family reunification, repatriation of remains, etc. Failure to register an international trip and/or to obtain the supplemental insurance may result in the traveler having to assume unexpected emergency costs.

The international trip registration and travel insurance plan are available online on the Global Engagement Office website (www.creighton.edu/geo/tripregistrationtravelinsurance). Faculty/staff must register their international trip online and submit payment to the Global Engagement Office (Creighton Hall, Suite 324). Once GEO receives the forms, the traveler will be registered and a notification of insurance will be sent via e-mail. The traveler should keep the card on his or her person for the duration of the trip.

Creighton University discourages faculty/staff from traveling to countries and/or regions listed on the U.S. Department of State Travel Warning list (www.travel.state.gov). Faculty/staff seeking to travel to areas with a “travel warning” must first obtain approval from the Global Engagement Office (who will confer with Risk Management and the Office of General Counsel). Creighton University reserves the right to rescind approval of faculty/staff travel to countries on the State Department Travel Warning list if certain developments, such as natural disasters, terrorist attacks, or political unrest are likely to compromise the traveler’s safety.

Travel Reports

To ensure accountability, travel reports must be filed with a faculty or staff member’s immediate supervisor after engaging in University faculty/staff international travel. Reporting requirements are to be established internally by each department or School / College but reports should concisely summarize staff activities and outline objectives achieved during University staff travel.

Group Travel Involving Students

Responsibilities of faculty and/or staff leading international travel programs involving students (such as FLPAs, conferences, competitions, and so on) are described in the “Credit-Bearing Travel Involving Students” document located on the Global Engagement Office (GEO) website.

Creighton University
GLOBAL ENGAGEMENT OFFICE

International Safety & Emergency Protocol

All approved student, faculty and staff international travel must adhere to all Creighton University Policies.

This protocol has been designed expressly to safeguard the well-being of international program participants and to protect Creighton University's interests. The procedures set below are to be followed by the study abroad program leaders, university administrators, staff, faculty and participating students in order to efficiently and effectively respond to emergencies.

This protocol becomes effective in any circumstance that poses a genuine risk to, or has already disturbed the safety and well-being of program participants. While it is impossible to plan for all contingencies involving our programs abroad, emergencies include, but are not limited to:

- Disappearance or kidnapping of a participant;
- Criminal assaults against program participants;
- Sexual violence;
- Serious illness, physical or emotional, injury or death;
- Hospitalization for any reason;
- Arrest, incarceration, or deportation;
- Terrorist threat or attack;
- Local political crisis;
- Pandemic health emergency;
- Natural disasters.

A “perceived” emergency resulting from events that are not immediately threatening to the health and safety of program participants but which may be viewed as such by the media or by family and friends at home should be treated as real emergencies.

Preparation for Emergencies

Creighton University students and trip leaders are required to participate in a pre-departure orientation where safety and emergency procedures are discussed. In order to be prepared to appropriately respond to any emergencies while abroad, participants must:

- Be familiar with all materials provided to them by the Global Engagement Office (GEO) and/or the sponsoring programs in the host country;

- Carefully review the Center for Disease Control Traveler's Health Information website and materials provided to them by their health care provider pertinent to the area to which they are traveling;
- Review Creighton University's Travel Abroad Safety and Emergency Protocol along with the safety and emergency protocol(s) of the sponsoring program;
- Know how to use Creighton University's mandatory traveler's insurance and keep a copy of the card with them at all times along with the 24/7 assistance phone number;
- Make at least two (2) photocopies of their passport. Leave one with a family member and carry one with them during their trip; keep it separately from their passport;
- Register the foreign address (physical location) and cell phone number used while abroad via the online registration portal managed by the Global Engagement Office (GEO);
- Keep the sponsoring program director's/liaison's and Creighton University's Global Engagement Office's emergency phone numbers on their person at all times. When contacting these numbers they should always leave a message, but continue to call until a live person is reached;
- Develop a family a plan for telephone or e-mail contact, so that in case of emergency the participant will be able to communicate with family directly about their safety and well-being;
- Familiarize themselves with local laws and customs of the countries to which they are traveling, remembering that they are subject to those laws while living there.
- Register with the U.S. Embassy through the Smart Traveler Enrollment Program (STEP) (<https://step.state.gov/step/>). Students and leaders who are not U.S. citizens should investigate if a similar service is available through the embassy of their country;
- Bring a credit card or make sure access to additional funds is possible in case of an emergency.

Personal Health Emergencies

In the event a student or leader experiences a personal health emergency while abroad, he/she first should seek local health services following the guidelines of the program in which he/she is participating. As soon as possible the student / leader or a responsible party should contact the emergency contact number on the travel insurance card to open a case and receive guidance. Failure to notify the insurance company before returning to the U.S. may result in the insurance company not recognizing a claim. If participating in Creighton sponsored group travel, the leaders should be informed about the emergency as soon as possible. Finally, the student and/or leader should immediately inform Creighton University's Global Engagement Office (GEO) of the incident, and receive guidance. In the event personal contact is not accomplished, messages providing appropriate contact information must be directed to the Global Engagement Office (GEO).

In the event one of the trip leaders has a medical emergency, the second leader must immediately notify the Global Engagement Office (GEO), and assist in evaluating the feasibility of continuing the program with the current or substitute leaders.

In circumstances where a qualified health provider has recommended medical evaluation, the GEO will assist the student/leader in making contact with appropriate in-country resources or in

booking transportation back to the United States. If return to the United States is required, the GEO will make every effort to help students complete coursework upon their return if either the host institution allows it or Creighton University can offer an alternative within the usual scope of its policies and procedures.

Sexual Violence

Sexual violence is a severe form of hostile environment sexual harassment that represents conduct involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. An individual's inability to consent to sexual activity may arise due to age, from use of drugs or alcohol or due to individual conditions including intellectual or other disability. Creighton prohibits all forms of sexual violence (University Policy 2.1.25). This includes:

- Non-consensual sexual intercourse
- Non-consensual sexual contact
- Sexual exploitation

Immediate Assistance

If a student, faculty or staff member of Creighton University experiences an incident of sexual violence while traveling internationally; their safety and wellbeing is the number one priority. After ensuring the individual is in a safe location, the individual should be offered medical treatment and the option to report the incident both to the University and local authorities. It is the individual's choice whether or not to make a report to the university or local authorities; however Creighton University faculty and staff are considered mandatory reporters and must report the incident to the Office of Equity and Inclusion as soon as possible (see below).

Reporting Incidents of Sexual Violence

To report an incident of sexual violence, individuals should contact the Executive Director in the Office of Equity and Inclusion (OEI) at (402) 280-4120, at oei@creighton.edu, or the online Office of Equity and Inclusion Reporting Form. OEI staff will respond to reports and work directly the parties involved, regardless of their location. OEI can coordinate services for a victim remotely, providing information and resources through the Violence Intervention and Prevention (VIP) Center. This includes assistance in finding resources local to the program.

Faculty members are required under Creighton policy to report Title IX incidents to the Office of Equity and Inclusion to ensure compliance with federal law, and to maintain the safety of the campus community and its members. This applies to all Creighton University faculty and staff members participating in approved international travel (see Mandatory Reporters Policy 2.1.26.). For more information, please visit www.creighton.edu/oei.

Sexual Violence outside of the United States

Incidents of sexual violence can happen anywhere in the world. Because local laws and customs may vary from country to country or even within locations within a country, another layer of complexity is added onto an already difficult situation when students, staff or faculty

are confronted with these issues while participating in an approved international travel program. For example, “consent,” and the ability to withdraw consent, may mean different things in different countries. Leaders should make every effort possible to familiarize themselves with local laws, customs and resources at their travel destinations. The Office of Equity and Inclusion can consult with leaders regarding concerns for a specific travel destination. For more information, please contact the Office of Equity and Inclusion at 402-280-3189 or oei@creighton.edu

Environmental, Political or Terrorist Attack Emergencies

The GEO will use a variety of resources to determine if a programmatic decision should be made to remove a student and/or group from the study abroad experience for safety reasons in the face of other emergencies. These include the U.S. State Department travel advisories, the information that program sponsor staff might provide from their discussions with local authorities, other local contacts the GEO may have in country, and communiqués from the National Association of International Educators.

In all circumstances, the GEO will require Creighton University students and leaders to follow emergency procedures communicated by the appropriate United States Embassy or Consular Office to advise US citizens registered through the STEP program, especially if there is a continuing risk to the welfare of students.

The GEO will continually monitor news from multiple sources to remain abreast of potentially critical events unfolding around the world and, specifically, in the countries where Creighton students are enrolled in a study abroad experience.

In the event of an emergency, the GEO will contact all students and or FLPA or group leaders potentially affected by an emergency to assess via e-mail message or telephone that they are safe. The GEO will also contact the associate or affiliate program to make sure all Creighton students are accounted for. If appropriate, the GEO will contact the U.S. State Department or the embassy or local consulate in the affected area.

In the event of an emergency, leaders must immediately account for all student participants in a FLPA or other group program. If it is safe to do so, it is advised that the leaders congregate students as soon as possible in order to convey information uniformly.

Students participating in individually approved study abroad program must immediately make contact with the Global Engagement Office (GEO) at studyabroadadvisor@creighton.edu or by calling (402) 280-2221.

As appropriate, the GEO may confer with University’s senior leadership and the FLPA or group leader (if appropriate) to determine if termination of the program is warranted. In addition, this advisory action group will develop a communication plan regarding the current crisis. Actions may include posting information on the GEO website, sending a communiqué to the entire campus, contacting the counseling center, etc.

The GEO will send the student’s and/or leaders’ designated emergency contact person an e-mail

message indicating the attempts to communicate with the travelers as well as any updates that may become available. FERPA guidelines will be followed.

The GEO will assist the student and/or leader in making contact with appropriate resources in country or in booking transportation back to the United States. If return to the United States is required, the GEO will make every effort to help students complete their coursework after their return if the host institution allows it or Creighton University can offer an alternative within the usual scope of its policies and procedures.

Refunds

The Global Engagement Office may consider refund requests in accordance with the Creighton University Refund and Withdrawal Policy and Schedule if the student was participating in a Creighton University international program.

These Documents were initially drafted in 2014 by the
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Approved by the Provost Council on _____