



**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 travel warning issued by the U.S. department of state, 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;

- (e) International travel organized by a university department or office, such as the athletics department or the Confucius institute; and
- (f) International travel organized by student organizations as an activity of that organization.
- (g) “University-sponsored travel” does not include:
  - (i) Travel that has no connection to CSU, such as vacations, service trips not affiliated with CSU, enrollment at foreign universities (whether or not academic credit will be awarded by CSU), and any other travel not defined in this rule as university-sponsored travel;
  - (ii) Travel that is organized by an entity other than CSU, even when participants are recruited through CSU student organizations or other on-campus marketing efforts; and
  - (iii) Travel that is funded by CSU but for which CSU offers no oversight, such as research grants

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, chapter 3344-83 of the Administrative Code, applies to all university-sponsored travel by students. During university-sponsored travel, the vice president of student affairs or designee has the authority to alter deadlines or processes set forth in the student code of conduct in the interest of protecting the health and safety of the participants or providing appropriate due process to affected parties.
    - (b) In addition, participants are expected to obey the laws of their host countries and any rules established by the leader of the travel. Failure to do so may result in the termination of a participant's participation in the university-sponsored travel or the cancelation of the travel.
  - (5) Family members and other non-participants. Generally, family members of participants (who are not themselves participants) and other non-participants are not permitted to accompany participants on university-sponsored travel. Exceptions may be approved by the provost or designee when good cause is presented by the participant.
- (E) Additional approvals.





