



<b>Policy Number:</b>	1.005
<b>Originating Office:</b>	Office of the President
<b>Responsible Executive:</b>	President
<b>Date Issued:</b>	03/10/2011
<b>Date Last Revised:</b>	01/06/2013

# International Activity

## Policy Contents

<b>I. Reason for this Policy.....</b>	<b>1</b>
<b>II. Statement of Policy .....</b>	<b>1</b>
<b>III. Definitions.....</b>	<b>2</b>
<b>IV. Procedures .....</b>	<b>2</b>
<b>V. Related Documents, Forms and Tools.....</b>	<b>3</b>

## I. REASON FOR THIS POLICY

International experiences are very important for students, faculty, and staff. Our objective with any University experience is to maximize benefit and to minimize risk for the participants and the University. International experiences offer great benefits, but they also entail some unique and highly visible risks. Proper planning and approval will clarify students’ rights and responsibilities, explain the degree of any personal legal responsibility an employee may be assuming, and provide protection for the institution from liability exposure.

## II. STATEMENT OF POLICY

All University affiliated international activity whether study, research, or work related must be approved by the appropriate Vice President or his designee. It is critical for nationally and internationally accepted standards of good practice, state laws, and university policies to be followed to provide safe and rewarding experiences for all involved. Further, proper planning and approval will clarify student rights and responsibilities, explain the degree of any personal legal responsibility an employee may be assuming, and provide protection for the institution from liability exposure.

### International Insurance

The Board of Regents has mandated all students engaging in University affiliated international travel must purchase insurance through the Board of Regents endorsed international insurance. As of January 1, 2013, all faculty and staff participating in a university affiliated international

activity (as defined in III and IV below) are required to enroll at the expense of the university in the Board of Regents endorsed international insurance plan. Questions regarding the purchase of insurance should be directed to the Center for Academic Engagement.

### **Travel Restrictions**

While the promotion and support of international opportunities is important to USD, the health and safety of our students, faculty, and staff is our number one priority. With this in mind, USD will generally not approve, fund, award credit for, or otherwise sponsor or support any international academic or extracurricular activity in any of the countries that have been issued “travel warnings” by the US State Department advising US citizens against all travel to that country. (Faculty travel for professional purposes under carefully considered conditions may be permitted.)

Travel to countries which have been issued Department of State “travel alerts” will also be reviewed by the Provost on a case by case basis. The Provost will also refer to the Centers for Disease Control, the World Health Organization, and other international advisory bodies for guidance.

Exceptions to allow academic travel to either travel warning or alert countries may be considered by the Travel Warning Exception Committee, which may provide an advisory opinion to the Provost, who shall make the final decision regarding any exception petition. Questions about the exception petition process should be directed to the Coordinator for Global Learning.

---

## **III. DEFINITIONS**

**UNIVERSITY AFFILIATED INTERNATIONAL ACTIVITY** - An international activity is considered University affiliated if it is organized by or on behalf of a USD organization, club, college, and/or academic/administrative department. Affiliation may also be determined if any funds were contributed or held for the program by a University account. Additionally, if a University faculty or employee of any kind organizes and/or participates in the activity as a part of their job it is considered University affiliated.

---

## **IV. PROCEDURES**

Determine if an activity is University affiliated by asking the following questions:

- Am I providing funds to the student/participant or have you been provided funds through any USD related activity (e.g. internal or external research grants, faculty development funds)?
- Is USD’s name associated with this effort in any way?
- Am I accompanying the student/participant on this activity?

- Did I approve, sign off on, or make a recommendation regarding this activity (e.g. internship, independent study, field experience) for this student/participant?
- Is the student getting academic credit for this activity?
- Is this activity required for the student to complete a course, degree or program?
- Have I advertised this opportunity to students at USD?
- Does this appear to be related to USD in any way? How would the students or parents/guardians answer this question?

If you answered “yes” to any of the questions above, the activity is considered to be University affiliated.

All USD international activity should go through one of the entities outlined below. If unsure of the appropriate entity, contact the Coordinator for Global Learning in the Center for Academic Engagement for referral.

Please contact the following offices for information on how to propose international activities:

**Faculty & Staff Study, Research, or Travel Abroad**

The Office of the Provost & Vice-President for Academic Affairs  
102 Slagle Hall  
Tel: 605-677-6497

**Student Study Abroad, Faculty-Led Programs (Study Tours) & National Student Exchange, and International Insurance**

Assistant Director for Global Learning  
Center for Academic Engagement  
Academic Commons, Room 103  
Tel: 605-677-6338

**International Students**

International Students Services  
Division of Student Services  
Muenster University Center, Room 219B  
Tel: 605-677-5332

**International Faculty, Scholars, & Other Employees**

USD Human Resources  
206 Slagle Hall  
Tel: 605-677-5671

Questions regarding this policy, coverage, and enrollment may be directed to the Global Learning Council via the Center for Academic Engagement.

---

## V. RELATED DOCUMENTS, FORMS AND TOOLS

The most current list of travel restrictions should be referenced at the US State Department website - <http://travel.state.gov/travel>

Directions for International Insurance Purchas – <http://link.usd.edu/247>