

Upper Iowa University University Policy Proposal Form

University Policy Definition: Except as limited by law, University Policy is a course or principal of action broadly applied across the institution in an effort to 1) support the University's strategic direction, 2) mitigate risk, 3) improve operational efficiency, and 4) promote a culture of best practices. All approved University policies are posted on myUIU under University Policies.

**Departmental guidelines, practices, procedures, and preferences must meet or exceed established University Policy.

Date of Request: 16 April 2014

Policy Name: International Risk Management Policy

Responsible Officer: Vice President of Student Life and International Education

Responsible Office: Center for International Education

Purpose: The International Risk Management Policy seeks to reduce university liabilities by managing the movement of students, faculty and staff traveling abroad for business or study purposes.

Scope: This policy affects all students, faculty and staff traveling abroad for business and study purposes.

Implementation: All students, faculty and staff planning to travel abroad as part of a university-sponsored trip must contact the Center for International Education (CIE). The CIE, through its Education Abroad Office, will implement and enforce this policy. Complete information on the policy, including any attachments and required forms, will be available on the CIE website.

Items included in the policy are:

- All students, faculty and staff participating in University-supported international travel are required to register their trip with the Center for International Education.
- All faculty leading a group of students abroad must adhere to the policies and procedures established in the "Faculty Led Study Abroad Programs – Policies and Procedures" document.
- All faculty and staff leading a group of students must adhere to the established safety and emergency protocol and procedures when traveling abroad.
- Students, faculty and staff intending to travel abroad on a University-supported trip to a country included on the Department of State's Travel Warning List are required to submit a petition and obtain approval for travel to the listed country.
- All International students on an F or J visa are required to enroll in UIU's Student Health Insurance Plan.

Upper Iowa “University Policy” Form

- All international scholars and staff (i.e., non-US citizens) are required to enroll in the UIU-approved health insurance plan as a condition of employment or sponsorship.
- All UIU employees and students participating in University-supported international travel are required to enroll in UIU’s International Health Insurance Plan.

Benchmarking: N/A

Revision History: N/A

Contact information:

Name: Ismael Betancourt

Email: betancourti@uiu.edu

Phone #: 563-425-5832

AQIP Category: Category Six: Supporting Institutional Operations

Strategic Initiative: This policy addresses the Strategic Plan Item XIV: Risk Discussion.

(For UPC Use Only)

Approvals:

University Policy Committee

Date Approved: 4/28/2014

Executive Leadership Team (ELT)

Date Approved: 4/29/2014

Academic Affairs Council/Faculty *(if required)*

Date Approved: N/A

Board of Trustees (BOT) *(if required)*

Date Approved: 5/09/2014

Annual Review

Date Reviewed: 11/10/2016

Policy Effective Date: Immediately Upon Receiving Necessary Approvals