

EDUCATION ABROAD TRAVEL GUIDELINES

Eastern Washington University offers, supports and facilitates a wide variety of education abroad opportunities. Student health, safety and security are top priorities for EWU. These guidelines, which establish certain health and safety requirements and guidelines intended to minimize undue risks to EWU students engaged in academic travel activities, are administered by the EWU School of Global Learning.

EWU is committed to offering diverse education abroad opportunities for students. However, EWU reserves the right to cancel or alter any education abroad program or activity when a review of the relevant information and resources results in a determination of undue risk to the health or safety of students.

SCOPE

These guidelines apply to all undergraduate, graduate, post-baccalaureate and professional degree-seeking students from all EWU campuses participating in EWU-supported education abroad travel and activities as defined below.

In order to receive university support, a faculty-led education abroad or study away program proposal must (1) present the travel experience as a component of credit-bearing course work; (2) articulate specific educational content delivered by EWU faculty and/or staff; (3) identify clear learning outcomes; and (4) define how learning outcomes will be assessed. In addition, such proposals must include a syllabus that specifies learning outcomes, course assignments and grading scales.

Travel and activities that are NOT funded, sponsored, administered, arranged or approved as academic activities by EWU are not considered official EWU education abroad or study away activities. Examples include travel arranged independently by a student without EWU funding, supervision or academic credit; travel arranged by or facilitated through EWU student clubs and organizations; volunteer projects or activities not formally affiliated with EWU. Students participating in such non-EWU travel and activities are considered independent travelers, are solely responsible for their health and safety while abroad and may not receive EWU assistance and support in the event of an emergency.

ROLES

School of Global Learning (SGL)

SGL oversees many of EWU's numerous global activities, including education abroad programs, international exchanges for students and faculty and international recruitment efforts. SGL facilitates global assistance and insurance coverage for students on university-related business. Finally, SGL maintains the EWU international travel registry, where students as well as faculty and staff register their location and contact information while participating in official university-related international travel and activities. Such information may be used in the event of an emergency to help locate university travelers and communicate emergency information.

Education Abroad

As a unit within SGL, Education Abroad facilitates international educational opportunities for EWU students. Many programs are offered in collaboration with academic units and student service offices. Education Abroad offers advising services, oversees the student enrollment process for EWU-sponsored education abroad opportunities and provides orientation programming for students and faculty. Education Abroad staff members support the welfare and safety of EWU faculty, staff and students traveling on EWU-supported international programs. Education Abroad serves as the initial point of contact for international emergencies and coordinates EWU's response. Education Abroad is also responsible for managing the EWU international travel registry.

Academic Group Travel Committee (AGTC)

AGTC serves as an advisory committee at the direction of the provost to review, assess and approve faculty-led group travel with a goal of identifying and mitigating risks. The committee has ten members:

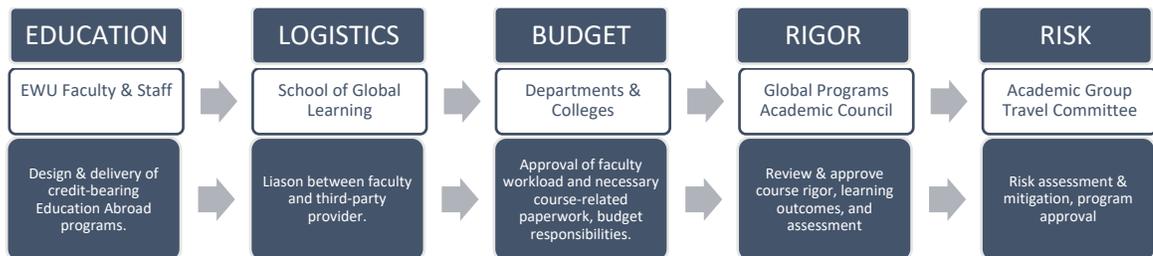
- Associate Athletic Director for Business and Finance
- Dean of Students
- Director of Global Academic Programs
- Director of Risk Management
- EWU Police Department Representative
- Faculty Representatives (2)
- Global Programs Academic Council (GPAC) Chair
- President's Chief of Staff
- Vice Provost

1. Education Abroad Partners and Definitions

1.1. Education Abroad Administration, Review and Approval

Education abroad programs at EWU require the partnership and coordination of faculty, departments, colleges, Faculty Organization committees and administrative units from across the institution. Each unit has different responsibilities to ensure that the educational experiences EWU students have abroad are rigorous, affordable and safe.

Faculty-led education abroad programs are proposed by EWU faculty, supported by the School of Global Learning, budgeted by departments and colleges, reviewed by the Global Programs Academic Council and approved by the Academic Group Travel Committee:



- 1.2. Education Abroad and Study Away Program Types.** Eastern Washington University recognizes and supports six categories of education abroad and study away programs:
- 1.2.1. **Faculty-Led Programs (FLP)** are international educational experiences in which EWU faculty and staff lead students enrolled in a credit-bearing EWU education abroad course.
 - 1.2.2. **Partner Institution Programs (PIP)** are international educational experiences in which EWU faculty and staff provide academic instruction through a credit-bearing EWU course to EWU students at a partner institution or through a partner program. Non-EWU students, registered through the partner institution, may participate in such courses.
 - 1.2.3. **Field Research Programs (FRP)** are credit-bearing EWU courses in which faculty, staff and students reside in a remote location for data collection or other field experience purposes.
 - 1.2.4. **Conferences (CONF)** are professional meetings or conferences attended by EWU faculty and staff with EWU students.
 - 1.2.5. **Individual Student Options (ISO)** are education abroad experiences offered by third-party providers approved by EWU. EWU faculty do not participate in these programs, and any academic credit earned through them must be formally transferred back to EWU to count toward a student's EWU degree.
 - 1.2.6. **Study Away and National Student Exchange (NSE)** are educational experiences in which EWU faculty and staff lead students enrolled in a credit-bearing EWU course involving travel within the United States or U.S. territories. The responsibilities, obligations and expectations for faculty, staff and students are the same for domestic academic travel experiences as for international ones.

2. TRAVEL RESPONSIBILITIES AND EXPECTATIONS

2.1. General

- 2.1.1. **Insurance:** Faculty and staff have blanket coverage by the university for all university-related travel. Students are required to purchase travel insurance through the EWU provider or an approved partner vendor for all education abroad programs of no more than 21 days. Students participating in longer programs may purchase EWU provider insurance or show proof of equivalent coverage. Coverage must be for the duration of their program. If students wish to travel outside official program dates, additional insurance may be purchased.
- 2.1.2. **International Travel Registry:** All students, staff and faculty participating in any approved or sponsored university travel must register with Alert Traveler, the institution's traveler management system. This system, which is offered at no cost to students, staff and faculty, allows travelers to receive real-time alerts and safety and security recommendations for their particular location and allows EWU staff to make quick contact with students in emergency situations.
- 2.1.3. **Communication:** All students, staff and faculty participating in any approved faculty-led education abroad program must have a cell phone that is able to access cellular networks for voice, text and data in the countries on their itinerary, including any independent travel to other areas during the period of their approved travel. For destinations where this may not be feasible, an alternative communication plan must be approved by AGTC.

For partner institution programs, individual education abroad options and field research programs in which students are not required to travel in a group, students and faculty must have access to reliable text messaging during their travel program.

Students, staff and faculty must have their phones with them at all times during their travel program and must respond to communication from the Education Abroad office and program leaders in a timely manner.

For certain types of group travel, faculty leaders may be provided with satellite phones for emergencies; if so, they must have these phones with them at all times during their travel program.

2.1.4. **Acknowledgements:** All students, staff and faculty must read and consider all materials issued by individuals or offices involved in administering their program that relate to their education abroad experience and host country. These include the terms and conditions of participation, codes of conduct and emergency procedures, as well as the state regulations and university policies below:

2.1.4.1. WAC 172-64-050 – Alcohol Use During Group Trips

2.1.4.2. WAC 172-122-120 – Weapons

2.1.4.3. EWU 901-03 Fraternization and Consensual Relationships

2.1.5. **Attendance:** All students, faculty and staff must attend all pre-departure information sessions, orientations, events and activities; all program-related activities and events during their travel program; and all post-travel debriefing and evaluation meetings.

2.2. Faculty and Staff Leaders

2.2.1. **Faculty Leader Requirements:** All EWU education abroad or study away faculty-led programs—whether short-term faculty-led programs, programs at partner institutions or research-based programs—require the participation of at least two EWU faculty and/or staff. The primary leader must be a faculty member at the tenured, tenure-track or lecturer level. Adjunct faculty are not permitted to lead education abroad programs.

The second leader may be another faculty member at the tenured, tenure-track or lecturer level or an EWU employee whose job description is directly related to student learning and development. Faculty must receive permission from their dean to participate. Non-faculty employees must receive permission from their direct supervisor and division vice-president to participate.

2.2.2. **Transportation:** Faculty and staff leaders should make every attempt to choose the safest and most reliable transportation modes within the host country. Safety considerations should take precedence over the cost of transportation.

2.2.3. **Availability 24/7:** Faculty and staff leaders must be available 24/7 during their travel program. They must give students and EWU Education Abroad their contact information, including cell phone number. In the event that one leader is not available, the other leader will assume responsibility for the group.

2.2.4. **Housing:** Faculty and staff leaders must reside in close proximity to the students during their travel program.

2.2.5. **Communication with Education Abroad:** Faculty and staff leaders must follow the agreed-upon check-in schedule and communication plan with the Education Abroad office.

2.2.6. **Health and Safety:** Faculty and staff leaders are responsible for:

- taking appropriate measures to ensure that medical facilities are available during program excursions and knowing the locations of such facilities.
- acquainting students with health-care practices and facilities in the host country during pre-departure orientation as well as during on-site orientation.
- providing students with local emergency services telephone number(s) equivalent to 911 in the U.S.
- when possible, providing students with the name and telephone number of a reputable rape crisis center.
- if a program participant needs medical care, helping schedule the appointment, accompanying the individual to the appointment and assisting in any other way necessary.
- responding immediately to student issues, mediating student conflicts and mitigating risks.
- following the crisis management plan and reporting any student emotional, mental or physical health problems, any known or suspected violations of the student conduct code, any potentially criminal behavior or any other emergency situations to the School of Global Learning within 12 hours of becoming aware of the occurrence.

2.2.7. **Reporting an Incident:** Faculty and staff leaders will be provided with an incident report form from EWU Education Abroad. All incidents must be documented. When there is an emergency situation, faculty and staff leaders must follow emergency procedures.

2.2.8. **Independent Travel:** If either leader travels away from the group for a day or overnight, there should be no disruption to the program. The remaining leader should be prepared to take charge of the program and meet all responsibilities for program activities and the health and safety of all participants. The temporarily away leader must provide the remaining leader with an itinerary, cell phone contact information and clear instructions about any communication details.

2.2.9. **Individuals Accompanying Faculty:** EWU Education Abroad recommends that faculty and staff leaders not travel with family members. The first duty of faculty and staff leaders is to the program participants, and they should ensure that their commitment is not divided. EWU is not responsible for the injury, illness, loss or death of family members, friends or any other individuals accompanying faculty and staff leaders who are not program participants.

All accompanying persons must familiarize themselves with health, safety and cultural considerations of the host country. Accompanying persons are responsible for their own safety and insurance coverage.

Faculty and staff leaders must pay for all expenses related to any accompanying persons. If accompanying persons participate with the group in any portion of the program, it is important for faculty and staff leaders to inform students that the program does not cover the housing, meal or excursion costs of these individuals. Faculty and staff leaders must dispel any potential misunderstanding that student program fees subsidize accompanying persons in any way.

Faculty and staff leaders are encouraged to consult with EWU Education Abroad and past leaders when deciding whether to bring an accompanying person.

2.3. EWU Students

- 2.3.1. Students must complete all SGL-required information by the deadline applicable to their travel program.
- 2.3.2. Students should consider their emotional, mental and physical health and other personal circumstances before travel. Students are required to notify their education abroad advisor immediately if there is a change to the information initially provided in the medical history form.
- 2.3.3. Students must attend all classes and required activities unless otherwise approved by the faculty leader or host institution.
- 2.3.4. Students must regularly check their EWU email while abroad.

2.4. Alumni, Community Members and Other Professionals

- 2.4.1. Alumni, community members and other professionals participating in a travel program must apply for and enroll in the specified EWU course and abide by all general travel policies and procedures and by EWU's code of conduct.
- 2.4.2. Individuals must familiarize themselves with the health, safety and cultural considerations of the host country. These individuals are responsible for their own safety and insurance coverage.

2.5. Student Participants from Other Universities

- 2.5.1. Students from other universities participating in a travel program must apply for and enroll in the specified EWU course and abide by all general travel policies and procedures and by EWU's student conduct code.
- 2.5.2. Non-EWU students must familiarize themselves with the health, safety, and cultural considerations of the host country. These students are responsible for their own safety and insurance coverage.

2.6. Noncompliance with Travel Policies

- 2.6.1. Students who fail to abide by the decisions and approved policies of the Academic Group Travel Committee, university risk manager or faculty leaders will have their case forwarded to Student Rights and Responsibilities for review as a possible violation of the student conduct code.
- 2.6.2. Faculty or staff who fail to abide by the decisions and approved policies of the Academic Group Travel Committee or university risk manager may be denied the privilege of leading education abroad programs for a period of up to five years. In addition, faculty or staff may be subject to discipline in accordance with university policy or relevant collective bargaining agreements.
- 2.6.3. Students, faculty or staff who fail to abide by the laws and policies of the host country or partner institutions are subject to the potential legal consequences of their actions.

3. GROUP TRAVEL GUIDELINES

3.1. Faculty-led Programs, Partner Institution Programs and Field Research Programs

- 3.1.1. Faculty, staff and students are strongly encouraged to travel as a group. For group trips of no more than 21 days, groups are required to travel together. In all cases, at least one faculty or staff leader must depart from and return to the Spokane airport on the same itinerary that is available to

students. Requests for faculty or staff leaders to travel on dates other than the group travel dates must be made to AGTC at the time the program proposal is submitted.

3.1.2. Faculty and staff leading partner institution programs or field research programs must submit their proposed flight itineraries to Education Abroad for approval at least 50 days before intended travel. Flights must be booked at least 45 days before intended travel.

3.1.3. Students enrolled in partner institution programs or field research programs may request to travel independently. Faculty or staff may not advise or require students to travel independently.

3.2. **Conferences:** Faculty, staff and students attending conferences as a group must travel together from Spokane to their destination and from their destination back to Spokane.

3.3. **Individual Education Abroad Options:** There are no group travel requirements for students enrolled in third-party and direct-enrollment programs, since students enroll and participate in these programs as individuals supported by the university. Students participating in individual education abroad options must provide their travel itineraries to the Education Abroad advisor and notify the advisor of their arrival at and departure from their destination and of any excursions more than 100 miles outside the host city and/or to another country. Students must also actively use the Alert Traveler app.

4. APPROVAL OF TRAVEL UNRELATED TO EDUCATION ABROAD PROGRAMS

Students may request approval to travel independently before or after the EWU education abroad program if the following requirements are met:

- The program is not being booked as group travel.
- Students sign a waiver releasing EWU of responsibility and liability for any travel days before or after the duration of the official EWU education abroad program.
- Students traveling before the beginning of the EWU program agree to meet the faculty and student group at their destination airport at the time of the group's scheduled flight arrival. Students traveling at the end of the EWU program agree not to begin their independent travel before the conclusion of the EWU program.
- Students are strongly encouraged to obtain travel insurance for any travel days before or after the EWU education abroad program. Students who wish to extend their travel insurance coverage through EWU must submit a written request for additional coverage to the Education Abroad office at least 30 days before the first day of the academic term of the intended travel. Students pursuing this option will have the per-day cost of the insurance assessed on their student account and must pay the fee in full before travel.

5. TRAVEL ADVISORIES AND RESTRICTIONS ON TRAVEL

5.1. **Travel Advisories:** The U.S. State Department maintains an active travel advisory system for all countries on a scale of increasing risk from Level 1 through Level 4. AGCT will consult the State Department advisory system during the travel approval process and in the weeks preceding a planned group travel program. Based on this information and the committee's consequent determination of risk, AGCT may cancel any university-sponsored travel up to the time of departure. AGCT reserves the right to recall a university-sponsored travel program at any time after departure from the United States in response to developing circumstances and increased risk.

- 5.2. **Individual Student Travel Advisories:** Individual students seeking approval to travel to either a Level 3 country or a Level 3 location within a Level 1 or 2 country must follow the directives of their Education Abroad advisor to provide the information that the advisor will submit to AGCT for review and decision.
- 5.3. **Group Travel and Travel Advisories:** Academic group travel programs to Level 4 locations or countries are not permitted. Proposals for academic group travel programs to Level 3 locations or countries are reviewed and evaluated with special attention to risk factors by AGCT and consequently face an increased probability of being denied.