

**University of Washington
Faculty Council on Student Affairs**

May 2nd, 2017
1:30pm – 3:00pm
Gerberding 26

Meeting Synopsis:

1. Call to order
 2. Review of the minutes from April 4th, 2017
 3. Chair's Report
 4. Student Reports
 5. Student International Travel Policy
 6. Good of the order
 7. Adjourn
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1) Call to order

Laws called the meeting to order at 1:30 p.m.

2) Review of the minutes from April 4th, 2017

The minutes from April 4th, 2017 were approved as written.

3) Chair's Report

Laws explained the local Student Conduct Code (SCC) Policies approved in the last council meeting were subsequently approved by the Senate Executive Committee (SEC) and Faculty Senate. Beginning next year, the FCSA will engage with the processes put in place to comply with the new policies via the Advisory Council outlined in the SCC.

4) Student Reports

Graduate and Professional Student Senate

Querna explained elections for new leadership of the Graduate and Professional Student Senate (GPSS) will occur over the next few weeks. Laws requested Querna provide the council with contact information for the new GPSS leadership once set. She commented that the GPSS continues to address issues of student housing affordability and is working to improve mentoring of students on TAs and RAships. It was noted incentivizing graduate advisors to provide ample mentorship to graduate students is one aspect of addressing the issue. One member commented there are vast inconsistencies across disciplines relating to health of mentoring. Discussion continued relating to advising overburden, counting mentorship as a metric contributing to promotion and tenure decisions, and locating other ways to incentivize mentoring.

Laws commented that the agenda of the FCSA for the coming year does not appear to be dominated largely by one item as it was during 2016-2017. He noted he would like the council to focus on housing affordability in the next year, among other issues.

5) Student International Travel Policy (Exhibit 1)

Nicholas Hill (Global Travel Security Manager, Office of Global Affairs) was present to continue discussion and review of the newly-drafted Student International Travel Policy (Exhibit 1). Laws explained FCSA provided written feedback for the Policy after its last meeting, and Hill has joined the council to brief on the response from OGA. Hill explained the OGA has prepared responses to FCSA feedback via development of a Frequently Asked Questions (FAQ) sheet, which will be made available widely on the OGA website following consultation with the council (Exhibit 2).

Laws noted he read through the FAQ sheet and believes it is effective in addressing comments and concerns raised by the FCSA. He asked for feedback from members.

Culligan asked why the Policy does not apply to students participating in performing arts. Hill explained that international travel for or with a registered student organization (RSO) is not considered officially sponsored by the University of Washington, as RSOs are not considered “official academic activities.” He noted OGA found if limits were placed on RSOs, then all RSO activities would need to be considered “official,” and thus were not included in order to avoid the change. He explained if academic credit is awarded as part of a program abroad, that is different.

Campbell asked if individual students could be covered by Policy if they are receiving credit, while other students on the same trip are not covered. Hill noted that case is unprecedented, however if the situation did occur, OGA would likely attempt to include the whole program as an “official activity.” Hill noted there are certain parameters surrounding “official academic activities” which most performing arts trips abroad do not fall under. Similarly, the Policy does not cover athletes competing abroad.

Campbell thanked Hill for compiling the document, as it was requested by the body in the last meeting and has turned out quite comprehensive. He noted the FAQ will be very useful in providing auxiliary information about the Student International Travel Policy.

A member encouraged Hill to revisit providing travel insurance to RSOs despite the previously-stated legal obstacles. He asked, in relation to a 45-day Travel Warning Waiver review process, how students going abroad to assist in emergency situations are accounted for. Hill noted the Policy is meant to establish best practices, however if alternative procedures become necessary, OGA will account for them as they arise. He explained internal policies for reviewing requests of emergency review were recently approved by the provost, and this is to be a 48-hour or shorter period. He explained the majority of parameters surrounding defining emergency situations abroad are predicated on the U.S. State Department issuing Travel Warnings. However, the department is generally slow to issue these warnings. Hill noted it is important for students traveling to emergency areas to register their travel with OGA in order to track the students abroad and mitigate risk. The goal of the Policy is not to bar students from traveling. He did remark that student travel could be delayed, set for an alternative destination, or compromised in some other way if emergency situations arise.

Brock suggested that the sheet include a definition or explicit parameters for “official university activity.” Hill agreed, but explained OGA wanted the document to stir discussion related to defining

official university travel, as there are some grey areas. He another grey area is graduate students who are also working as research assistant presenting research at a conference abroad. Hill noted the UW cannot reimburse insurance for employees, however they may for students. With the above situation, there is some conflation. Duty of care is different for a student than it is for employees. Funding out of grants makes the discussion even more difficult. He explained “official” is loosely defined due to legal differences between employees and students.

It was noted this Policy does not apply to faculty or staff travel. All employees are automatically eligible for the university’s insurance, though it is only “emergency evacuation insurance.”

It was noted after a question that an insurance waiver can be granted if a student already has comprehensive insurance that operates abroad.

It was noted there is now a feedback button for the insurance available online, comprehensive insurance includes mental health coverage, and “abroad” is defined as any location outside of the 50 states.

Laws asked Hill to provide the location of the FAQ online to FCSA members. He also asked how international students are digesting information on the Policy and on the FAQ. Hill noted it has not been addressed yet, but he will work on it. Hill commented that international students traveling back to their home country, they are automatically granted an insurance waiver.

Hill was thanked for attending the meeting. He thanked the FCSA in turn for providing feedback, as it provided the foundation for the FAQ document and aided with rollout of the Policy.

6) Good of the order

Laws noted the Faculty Council on Academic Standards (FCAS) plans to address medical excuse note policy (an item the FCSA has previously discussed).

There was some discussion of video-conferencing within the FCSA for the next year. The council was in favor of meeting in another room to facilitate video-conferencing and inclusion of other-campus members.

A member noted the council should address the financial impact on students relating to attending the UW as one agenda item for the next year.

7) Adjourn

Laws adjourned the meeting at 2:40 p.m.

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present: **Faculty:** Mable Ezeonwu, Ann Culligan, Chris Laws (chair), Jasmine Bryant, Christopher Campbell, Doug Brock
Ex-officio reps: Aileen Trilles, Katherine Querna, Carolyn Martin
President’s designee: Lincoln Johnson

Guests: Nicholas Hill

Absent:

Faculty: Bruce Hevly, Holly Barker

Ex-officio reps: Kaitlyn Zhou, Tanya Kumar

Exhibits

Exhibit 1 – International Student Travel Policy_final.doc

Exhibit 2 – Student_International_Travel_Policy_FAQ_Page_041717.doc

Introduction

The University of Washington (UW) offers, supports and facilitates a wide variety of opportunities for student engagement abroad, including foreign study programs, international exchanges, research and service learning opportunities, and international internships. Student health, safety and security are top priorities for the UW. This *Student International Travel Policy*, which is administered by the UW Office of Global Affairs, establishes certain health and safety-related requirements and measures intended to minimize undue risks to students engaged in UW international activities.

The UW is committed to offering a diverse set of international opportunities for students. **However, the UW reserves the right to cancel or alter any international program or activity when, based on a review of the relevant information and resources, it is determined that there is undue risk to the health and safety of students in a particular locale.**

Scope

This policy applies to all undergraduate, graduate, and professional degree-seeking students from all three UW campuses participating in official UW international travel and activities, which include:

- UW-administered study abroad and international exchange programs;
- Research, internship and/or service learning activities that are funded or sponsored by UW or for which students are receiving pre-arranged UW academic credit;
- UW-funded or sponsored participation in international meetings and conferences; and
- Bonderman Fellowship travel and activities abroad.

Travel and activities abroad that are **not** funded, sponsored, administered, arranged or approved by the UW are not considered official UW international educational activities. Examples include: travel arranged independently by a student for which the student receives no UW funding support and no pre-arranged UW academic credit; travel arranged by or facilitated through UW student groups (including Registered Student Organizations); volunteer projects or activities not formally affiliated with the University; and travel funded by fellowships, grants, or scholarships that are not administered by the University. **Students participating in such non-UW international travel and activities abroad are considered independent travelers, are solely responsible for their health and safety while abroad, and may not receive UW assistance and support in the case of emergency.**

Roles

Office of Global Affairs (OGA): OGA oversees many of the UW's numerous global activities, including UW study abroad programs and international exchanges for UW students and faculty. OGA also provides support for UW international research and centers. Finally, OGA maintains the UW Travel Registry, where students (as well as faculty and staff) can register their locations and contact information while participating in official UW international travel and activities. Such information may be used in the event of an emergency to help locate UW travelers and communicate emergency information.

Global Travel Security Manager (GTSM): The GTSM, who is an OGA staff member, supports the welfare and safety of UW students, faculty and staff traveling in connection with official UW international activities. The GTSM serves as the UW's initial point of contact for international emergencies and coordinates the university response. The GTSM is also responsible for managing the UW travel registry

and (in consultation with the International Travel Risk Assessment and Safety Committee) the Travel Warning Waiver review process.

UW Study Abroad (UWSA): As a unit of OGA, UWSA facilitates UW international educational opportunities for students through a wide variety of programming, such as faculty led study abroad programs and international exchanges, which are offered in collaboration with many academic units and student service offices on campus. UWSA also offers study abroad advising services, oversees the student registration process for many UW international educational opportunities, and provides orientation programming for students and faculty. UWSA staff also provides backup support to the GTSM.

International Travel Risk Assessment and Safety Committee (ITRASC): ITRASC is an advisory committee to the Provost and chaired by the Vice Provost for Global Affairs that helps OGA assess travel risks and reviews requests for Travel Warning Waivers, allowing student travel to countries under travel warnings issued by the U.S. Department of State or the U.S. Centers for Disease Control. In addition, ITRASC advises the Provost on managing other health, safety, and security risks abroad.

Restrictions on Travel to High Risk Destinations and Travel Warning Waivers

Statement of Policy

UW students participating in official UW international educational activities are not authorized to travel to or in countries subject to active travel warnings issued by the U.S. Department of State or the U.S. Centers for Disease Control (CDC), or otherwise determined by ITRASC to be high risk travel, unless a Travel Warning Waiver for the travel has been approved by the Provost (or Provost's designee.)

Students who travel to countries under a travel warning or to other high risk destinations (as determined by ITRASC) in violation of this policy will be considered independent travelers, and may not receive UW support or assistance in the event of an emergency.

Rationale and the Travel Warning Waiver Process

Travel warnings are issued by the U.S. Department of State and the CDC so that travelers can carefully consider the risks associated with travel to a specific country. Reasons for issuing travel warnings might include unstable government, civil war, ongoing intense crime or violence, a high risk of terrorist attacks, and extreme health concerns. Travel warnings remain in place until the situation changes; some remain in effect for years.

The University recognizes that travel warnings may be specific to a particular area of a country and that there may be exceptionally compelling academic reasons for a student wanting to travel to a country that is subject to a travel warning (or to a country determined by the UW to be a high risk destination). In such a case, a student may submit a request for approval to travel to such location in connection with an official UW international educational activity through the Travel Warning Waiver review process.

Student requests for a Travel Warning Waiver will be evaluated on a case-by-case basis. (Travel Warning Waiver requests may also be submitted by UW faculty or staff in connection with international travel or research programs involving multiple students. Students participating in a program that has received a programmatic waiver obtained by UW faculty or staff do not need to apply for an individual waiver.)

To initiate the Travel Warning Waiver review process, a waiver application, available on the OGA website, must be submitted at least 45 days prior to the desired departure date. The GTSM or another OGA official may request additional information beyond that provided on the application. The waiver application will be reviewed by ITRASC and the waiver must be approved by the Provost before travel to the country begins. Unless otherwise indicated, an approved waiver applies to the specified trip only. Subsequent desired travel to the same destination requires subsequent waivers if a travel warning remains in effect.

If, during the course of an official UW international activity, a travel warning is issued relating to the location of that activity (or if the UW determines that the location of the activity has otherwise become a high risk destination), the UW may cancel or alter the activity as it deems necessary to protect the health and safety of participating students.

Registering Student Travel with the Office of Global Affairs

Statement of Policy

All students participating in official UW international travel and activities are required to follow UW procedures for registering their travel with OGA prior to their departure. The registration process for student travel differs based upon length of time abroad and type of academic activity involved. Information about how to register travel is available from OGA. Students who fail to register their international travel in accordance with this policy may not receive UW assistance in case of emergency.

Rationale

OGA's global travel security management protocols include maintaining a global travel registry, 24/7 global emergency support, assistance in pre-departure emergency planning and preparedness, liaising with international insurance providers, providing training and information on emerging health, safety, and security risks and best risk-management practices. These services are intended to support students' health and safety abroad. The global travel registry assists UW students, faculty and staff in preparation before and during international travel. It is not an approval process.

Student Insurance Abroad

Statement of Policy

Students traveling abroad in connection with official UW international educational activities must purchase (and maintain for the duration of their official UW activities abroad) comprehensive international medical and emergency assistance and evacuation insurance. Students are required to purchase the UW Student Abroad Insurance Plan unless they receive a waiver of this requirement based upon proof of equivalent coverage. Students must provide OGA proof of UW Student Abroad Insurance (or alternative insurance with an approved waiver) prior to traveling abroad. Students who fail to purchase and/or maintain required insurance may not be permitted to participate (or to continue participating) in their UW international program or activity.

Rationale and Implementation

The UW Student Abroad Insurance Plan is administered by a preferred insurance provider and managed by the Office of Risk Services and Compliance, ensuring that students traveling abroad have at least

basic insurance. Coverage under the UW Student Abroad Plan is required (absent a waiver) because a strong, working relationship between the University and the insurance provider better enables support for students during an emergency.

Students with personal insurance that provides equivalent coverage to the UW Student Abroad Plan can petition for an insurance waiver. OGA manages this waiver process and will approve waivers only for alternate insurance plans that are equal to, or greater than, the coverage provided by the UW Student Abroad Insurance Plan. Special consideration may be given for international students returning to their home country for study.

Additional Information

For additional information contact the Global Travel Security Manager, Office of Global Affairs.

For more information about how to comply with this policy please visit:

<http://www.washington.edu/globalaffairs/global-travelers/>

Introduction

Student health, safety and security is our top priority, and our Student International Travel Policy guides all students --undergraduate, graduate, and professional-- to take appropriate health, safety, and security measures to minimize undue risks to themselves and our institution. The following is additional information to help students comply with this policy.

GENERAL:

Q: Is this policy new to the campus?

A: UW's "Student International Travel Policy" was recently signed by the Provost (April 2017) and so is now a formal campus-wide policy. While there has not previously been a formal policy, many UW students have been following the outlined requirements for some time. Students who study abroad through the UW Study Abroad office have also been meeting these requirements. This policy invites an opportunity to educate all UW students about the global resources and services available to them as outlined in this policy.

Q: What does the policy do?

A: The policy outlines three distinct pre-departure requirements for all students traveling abroad for official academic purposes. Students must register their planned international travel, purchase international insurance, and request a waiver before traveling to high risk destinations. The University believes that these three pre-departure requirements are critical to ensuring all students have a safe, healthy, and positive academic experience abroad. The spirit of this policy is to facilitate our students' success abroad not create unnecessary burdens to travel abroad for academic purposes.

Q: Does the policy extend to faculty and staff?

A: The policy does not address international travel by faculty and staff. Faculty and staff are encouraged to also register their travel, verify insurance coverage abroad, and work with us in reviewing high-risk travel. For more information about supporting faculty and staff travel abroad please visit: <http://www.washington.edu/globalaffairs/global-travelers/>

Q: My Department also has a travel policy. Does this policy replace my Department's travel policy?

A: This policy does not necessarily replace existing department level policy but may supersede it. Regardless of existing department policy, all students are expected to comply with this University-wide policy. Please ask your department advisor for additional clarification.

TYPES OF TRAVEL:

Q: I am traveling within the United States for a study away opportunity. Does this policy apply to me?

A: No, this policy only applies to international travel for academic purposes.

Q: I am traveling abroad for an academic conference and will only be abroad for a short time. Does this policy apply to me?

A: Yes, this policy applies to any student travelling abroad for official academic purposes regardless of length of time traveling. Students traveling abroad for less than 14 days will still be required to purchase the minimum 14 day insurance policy.

Q: I am studying abroad through another institution or a non-UW study abroad provider. Does this policy apply to me?

A: Yes! Please contact the Global Travel Security Manager directly to discuss the unique aspects of studying abroad with a non-UW organization.

Q: I am a graduate student on leave traveling abroad for my dissertation research. Does this policy apply to me?

A: Yes. This policy applies to all students traveling abroad for official academic purposes.

Q: I am going abroad aboard a research vessel in international waters. Does this policy apply to me?

A: Yes! Please contact the Global Travel Security Manager directly to discuss the unique aspects of traveling internationally aboard a research vessel.

Q: I am participating in UW performing arts abroad. Does this policy apply to me?

A: No, this policy only applies to travel abroad for academic purposes. If you would like to discuss health, safety, and security while performing abroad please contact the Global Travel Security Manager.

Q: I am going abroad as an athlete to compete on behalf of the University. Does this policy apply to me?

A: No, this policy only applies to travel abroad for academic purposes. If you would like to discuss health, safety, and security abroad please contact the Global Travel Security Manager. For questions concerning international insurance please contact an advisor in the Athletic Department.

Q: I am going abroad with my registered student organization. Does this policy apply to me?

A: No. International travel for or with a registered student organization (RSO) is not considered officially sponsored by the University of Washington. If you have questions or concerns about health, safety, and security abroad with your RSO please contact your RSO advisor.

REGISTERING TRAVEL:

Q: How do I register my planned travel abroad?

A: Please email your flight itinerary, dates and location of travel, and contact information to travelregistry@uw.edu. You will receive several emails confirming that your travel has been registered. The first email will confirm your registered travel. The second email will provide a brief country guide for your reference.

Q: I am going abroad through UW Study Abroad Seattle, Tacoma, or Bothell. Do I need to register my travel?

A: No, UW Study Abroad will register your travel for you.

Q: Should I also register my travel with the US State Department Smart Traveler Enrollment Program (STEP)?

A: Yes! To register your travel with STEP visit: <https://step.state.gov/>

PURCHASING INSURANCE:

Q: How do I purchase the UW Study Abroad Insurance?

A: Please visit the [student insurance page](#) and click PURCHASE INSURANCE NOW

Q: How do I file a UW Student Abroad Insurance waiver request?

A: Please fill out the [Travel Insurance Waiver](#) and email it to travelemergency@uw.edu. Be sure to attach documentation of the proposed insurance plan.

Q: Who do I contact if I have any issues with the Student Abroad Insurance while abroad?

A: Please contact our Global Travel Security Manager by emailing travelemergency@uw.edu. We are more than happy to assist you. You can also provide us feedback about your experience with the Student Abroad Insurance by visiting: <http://www.washington.edu/globalaffairs/global-travelers/global-insurance/>

TRAVEL WARNING WAIVER:

Q: How do I file a Travel Warning Waiver Request?

A: Please fill out the [Travel Warning Waiver](#) and email it to travelemergency@uw.edu. The Global Travel Security Manager will be in touch with you shortly after submission.

Q: I'm going abroad in less than 45 days. Can I still apply for a Travel Warning Waiver?

A: Please fill out the [Travel Warning Waiver](#) and email it to travelemergency@uw.edu. The Global Travel Security Manager will be in touch with you shortly after submission to discuss the waiver process and the late request. Short notice of international travel will be considered under exceptional circumstances.

Q: My Travel Warning Waiver request has been denied. Can I appeal?

A: There is currently no appeal process but if you have concerns about the Provost's decision regarding your travel to a high risk destination please contact the Global Travel Security Manager directly.

UW STUDY ABROAD:

Q: Should my planned academic travel abroad go through UW Study Abroad offices?

A: Yes, UW Study Abroad Seattle, Tacoma, or Bothell are the preferred offices to help students meet the pre-departure requirements outlined by the policy. Furthermore, Student Governance and Policies Chapter 102 outlines that students who are interested in studying in a foreign country should discuss their preliminary plans with a counselor in UW Study Abroad.

UW Study Abroad has a diverse range of programs, models, and services to help students comply with the Student International Travel Policy, including Independent Learning.

Q: What is Independent Learning and how do I apply?

A: Independent Learning is an option for qualified graduate and advanced undergraduate students seeking UW credit for international activities that do not align with other study abroad program models.

For more information please visit [Independent Learning](#)

CONTACT INFORMATION:

For additional information contact:

Nick Hill

Global Travel Security Manager, Office of Global Affairs

206-616-7927/travelemergency@uw.edu