

Policies and Guidelines Applicable to Health, Safety and Security ISU Study Abroad Programs

The Office of Risk Management at Iowa State University provides information and will work with you to identify potential exposures and develop the most effective solutions to help your program with safety issues involved in study abroad. There are risks that are distinctive to specific sites abroad and, when incidents occur, the impact on participants and their families may be greater due to the distance that separates participants from their traditional support groups.

Program Directors should review matters of health, safety and security and their related ISU policies while planning their pre-departure orientation program and their on-site orientation program. Below are excerpts and locations to policies and guidelines that may be applicable to your program.

Policies from the ISU Policy Library

1. Student Disciplinary Regulations (Code of Conduct)

Contact: Dean of Students Office

<http://www.policy.iastate.edu/policy/SDR#a57>

4.2.25 Violation of Study Abroad Regulations

Students who participate in an ISU Study Abroad Program are subject to the following additional rules and regulations:

1. Rules and regulations adopted by the ISU Study Abroad Center and provided to each student in the Study Abroad Center Student Handbook (see Resources below);
2. The laws of the host country in which the student is traveling or living; and
3. The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying.

5.7 Procedure during a Study Abroad Program

A Study Abroad Program is an academic program providing the student involved with an opportunity to pursue academic study for credit outside the United States. Students are expected to take advantage of the cultural opportunities involved and are responsible for their behavior during the program. The Study Abroad Center has developed rules and regulations that all participants are required to follow while studying in a foreign country. Students who fail to abide by the rules and regulations of the Study Abroad Center may be withdrawn from the Study Abroad Program and sent back to the United States at their own expense pursuant to procedures developed by the Study Abroad Center. In addition, if the student's conduct is also in violation of the university Student Conduct Code, disciplinary action may be undertaken by the OJA.

2. Alcohol Use - Students and Student Organizations

Effective: Moved to the Policy Library from the Student Information Handbook (SIH IV)

Contact: Senior Vice President for Student Affairs

<http://www.policy.iastate.edu/policy/alcohol>

3. Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students

Effective: March 30, 2009, Updated/Revised: June 19, 2013, Contact: Dean of Students Office - Division of Student Affairs

<http://www.policy.iastate.edu/policy/students/sexualmisconduct>

4. Export Controls

<http://www.policy.iastate.edu/sites/default/files/resources/249/Export%20Controls%20as%20posted%20in%20PL%202012-12-05.pdf>

International Travel

It is the responsibility of university employees traveling on university business to follow travel guidelines to assure no illegal export of Export-Controlled Items occurs during the travel activity.

Policies from the Education Abroad Committee

The policies, guidance and forms referred to on the web link below assists in defining prohibited behavior and the consequences of engaging in it and explains how, and with whom, to file a complaint while on an ISU study abroad program.

<http://www.cip.studyabroad.iastate.edu/eac/resources.html>

- Student Conduct
- Student Conduct warning form
- Student Conduct dismissal form
- Student alcohol use
- Dealing with Sexual Harassment & Assault
- Site evaluation form
- Evaluation Form for Faculty-led Programs
- Participant Policy Statement
- Phone Tree Template

ISU Undergraduate International Travel and Study Abroad Program Cancellation Policy

(Includes information on travel to countries with US State Department Travel Warnings)

<http://www.studyabroad.iastate.edu/program-cancellation-policy/>

Iowa State University (ISU) will not operate ISU Undergraduate International Travel and Study Abroad Programs in countries where the U.S. State Department has issued a Travel Warning unless approval is provided by the Study Abroad Risk Management Committee (SARMC) after a full review of the situation and finding compelling reasons to allow the program. The Education Abroad Committee (EAC), which reviews and approves ISU Undergraduate Group Study Abroad Program proposals, will review, but will not grant full approval to, proposed programs in locations with a U.S. State Department Travel Warning or a U.S. State Department Travel Alert and will refer these program proposals to the SARMC for review and approval.

SARMC is also convened to determine the status of ISU Undergraduate International Travel and Study Abroad Programs should a U.S. State Department Travel Warning or a U.S. State Department Travel Alert be issued for a country where ISU programs have been approved by the EAC or where ISU programs are in progress. The SARMC may be convened at any point in time prior to or during a program as circumstances warrant.

As long as a U.S. State Department status that initiated the ISU program cancellation remains in place, future terms of a program will be suspended until such time as the status is lifted or the program is placed back into active status by the SARMC.

Departments, colleges, and/or Program Directors may, at their discretion, cancel their program without, and prior to, undergoing review by the SARMC. Departments, colleges, and/or Program Directors may seek exception to this cancellation policy for their program by appealing to the SARMC.

The SARMC is comprised of the Associate Provost for Academic Programs (Chair), the Vice President for Student Affairs or designee, the Director of the Study Abroad Center, the Travel Physician at the Thielen Student Health Center Travel Clinic, an attorney from the Office of University Counsel, and the Director of the Office of Risk Management.

Emergencies

While you are traveling, check the U.S. State Department warden messages, worldwide cautions or travel alerts for the area you are traveling. If a Travel Warning is issued for a country on your program itinerary, ISU's Cancellation policies will be followed. In the event of a local, regional or global crisis, you should follow the advice of local authorities and consult the nearest U.S. Embassy or Consulate website for updated security information. You should also remain in regular contact with your department's international contact. At any time you need emergency assistance, do not hesitate to contact the 24/7 line for CISI and AXA Team Assist.

<http://www.studyabroad.iastate.edu/emergencies/>

Group Leaders should contact CISI for all emergency situations

From outside the United States

1-312-935-1703 Collect calls will be accepted

From within the United States

1-855-327-1411 (toll-free call)

Email: medassist-use@axa-assistance.us

Definition of Emergency:

- Political/civil unrest
- Natural or human disaster (earthquake, flood, hurricane, fire, nuclear incident)
- Death
- Serious illness or injury
- Assault (physical/sexual)
- Missing participant
- Arrest

