I. ACTION ITEMS
   A. Approval of Minutes of the April 16, 2018 Meeting
   B. Revisions to the Policy on Sexual Misconduct

II. INFORMATION ITEMS
   A. Updates to the Domestic and International Travel Guidelines
   B. Vice Chancellor’s Report
The meeting was called to order by Committee Chair Una S. T-Clarke at 5:20 p.m.

The following people were present:

**Committee Members:**
- Hon. Una S. T-Clarke, Chair
- Hon. Ken Sunshine, Vice Chair
- Hon. Sandra Wilkin
- Prof. Hugo Fernandez, faculty member
- Prof. Emily Tai, faculty alternate
- Mr. Fernando Araujo, student member
- President Marcia V. Keizs, COP Liaison

**University Staff:**
- Interim Vice Chancellor Christopher Rosa
- Associate General Counsel Bridget Barbera
- Associate General Counsel Daniel Simonette
- Senior Litigation Counsel Hilary Klein

**Ex-officio:**
- Hon. John Aderounmu

**Trustee Staff:**
- General Counsel and Vice Chancellor for Legal Affairs Loretta P. Martinez
- Deputy Secretary Anne Fenton
- Ms. Fenella Ramsami

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<thead>
<tr>
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<th>DISPOSITION</th>
</tr>
</thead>
</table>

The agenda items were considered and acted upon in the following order:

**I. ACTION ITEM:**

A. **APPROVAL OF MINUTES OF THE MEETING OF FEBRUARY 26, 2018.** Moved by Prof. Hugo Fernandez and seconded by Committee Vice Chair Ken Sunshine, the minutes were unanimously approved as submitted.

**II. INFORMATION ITEMS:**

A. **Revisions to Articles 15 and 16 of the Bylaws and the Fiscal Accountability Handbook**

Interim Vice Chancellor Christopher Rosa recapped the history of the revisions, including the process of the Student Activity Fee review and restructuring initiative.

General Counsel and Vice Chancellor (GC&VC) Loretta Martinez highlighted the recommended revisions to Article 15 and 16 of the Bylaws and the Fiscal Accountability Handbook relating to student activity fee.

University Student Senate (USS) Chair and Trustee John Aderounmu inquired about the input process of the recommended changes of the initial language.

President Marcia Keizs and USS Chair and Trustee John Aderounmu shared their observations regarding the work of the taskforce with regard to the student activity fee.

A discussion about the proposed revisions followed, including changes to Article 15 and the Fiscal Accountability Handbook regarding viewpoint neutrality, and leaving legal compliant issues in Article 15 from best practices issues in Article 16 to allow for Board vote separately.
GC&VC Martinez explained that the changes recommended in Article 15 and Article 16 create a compliant viewpoint neutral system of allocating the funds that relate to speech activities.

There was further discussion about the rationale of viewpoint neutrality, referenda, and consensus.

B. Changes to the Policy on Sexual Misconduct

GC&VC Martinez provided an overview of the proposed changes to the Sexual Misconduct Policy subsequent the State “Enough is Enough” statute (“EIE audit”) and also federal changes, specifically the Clery Act and Title IX guidance.

Associate General Counsel Bridget Barbera provided further details about the anticipated changes, including the process for receiving input.

Prof. Emily Tai inquired about the informal resolution process.

C. Vice Chancellor’s Report

Interim Vice Chancellor Rosa reported on the activities of the Central Office of Student Affairs for the period of March and April 2018.

Committee Chair Clarke concluded by encouraging additional support of the students, especially for the Jonas E. Salk Scholarships program.

Committee Chair Clark moved to adjourn the meeting. The motion was seconded by Trustee Kim and the meeting was adjourned at 6:45 p.m.
REVISED TO THE CITY UNIVERSITY OF NEW YORK POLICY ON
SEXUAL MISCONDUCT

WHEREAS, The City University of New York is committed to creating and maintaining a safe environment for all members of the CUNY community - students, faculty, administrators, staff, and visitors – to learn and work free from sex or gender harassment and sexual misconduct; and

WHEREAS, the current City University of New York Policy on Sexual Misconduct was adopted by the Board of Trustees in October of 2015; and

WHEREAS, changes to the current Policy are necessary in order to (1) comply with federal and state laws and guidance (including New York State’s “Enough is Enough” statute (“EIE”) (New York Education Law 129-B), New York State Labor Law, the federal Clery Act, (20 U.S.C. § 1902(f)), and Title IX; and (2) foster awareness, prevention, and response to campus sexual misconduct and sex or gender harassment; and it is

RESOLVED, That the revised The City University of New York Policy on Sexual Misconduct be adopted, effective immediately.

Explanation:

The Policy on Sexual Misconduct has been revised to comply with recent changes in federal and state law and guidance, and to make additional changes that will strengthen due process rights, information, and support to members of the CUNY community who bring complaints of and are accused of sexual misconduct.

The great majority of changes are necessitated by EIE/Article 129-B audit findings and guidance, changes to the Labor Law §201-G, and revised OCR guidance regarding Title IX and the Clery Act 20 U.S.C. § 1902(f). The changes required by the Labor Law were incorporated after information on proposed revisions to the Policy was provided to the Board in April. Most of the changes serve to conform the Policy’s definitions and wording more precisely to EIE and the Clery Act, and/or to clarify rights of complainants and respondents under federal and state law and guidance. They include:

- revised definitions of affirmative consent, supervisor, and manager,
- a revised Student Bill of Rights,
- a listing of possible interim and supportive measures,
- appeals processes for respondents and complainants for pre-investigation interim measures and for conflicts in the investigation or adjudication process,
- inclusion in the Policy of the applicable student disciplinary hearing procedures, set forth in Article XV of the Board of Trustees Bylaws,
- a written policy specifying the factors to be considered when a complainant does not want to participate in an investigation, including determining whether a respondent is a continuing threat to the safety of the campus,
• a statement that supervisors and managers who allow sexual harassment are subject to discipline,
• a statement that retaliation is unlawful as well as against our Policy, and
• a listing of the external agencies where an employee may file a complaint of sexual harassment or sexual misconduct.

The remaining (non-mandatory) changes are:
• adding a clear informal resolution process for cases other than sexual assault, when all parties consent and the campus approves
• extending the time frame for completion of investigation and report of complaints from 60 days to 90 days to align with best practices,
• clarifying that responsible employees must report all sexual misconduct allegations they learn of to the Title IX Coordinator, and
• highlighting information and resources for visitors who wish to make complaints of sexual misconduct.

A draft Policy was shared and comments were solicited from student and faculty governance bodies, the Professional Staff Congress, Presidents, Provosts, Chief Student Affairs Officers, Title IX Coordinators, Directors of Public Safety, Human Resources Directors and Legal Designees. There were discussions with representatives of student and faculty governance bodies, Presidents, Title IX Coordinators, Chief Student Affairs Officers and others.

As in 2015, this revised Policy is being brought for action to the Committee on Student Affairs and Special Programs, and for information to the Committee on Faculty, Staff and Administration.
# THE CITY UNIVERSITY OF NEW YORK

## POLICY ON SEXUAL MISCONDUCT

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. POLICY STATEMENT</td>
<td>3</td>
</tr>
<tr>
<td>II. SCOPE OF THIS POLICY</td>
<td>4</td>
</tr>
<tr>
<td>III. DEFINITIONS</td>
<td>4</td>
</tr>
<tr>
<td>IV. PROHIBITED CONDUCT</td>
<td>9</td>
</tr>
<tr>
<td>A. Sexual Harassment, gender-based harassment and sexual violence</td>
<td>9</td>
</tr>
<tr>
<td>B. Retaliation</td>
<td>9</td>
</tr>
<tr>
<td>C. Certain intimate relationships</td>
<td>9</td>
</tr>
<tr>
<td>V. TITLE IX COORDINATOR</td>
<td>9</td>
</tr>
<tr>
<td>VI. ASSISTANCE IN CASES OF SEXUAL VIOLENCE</td>
<td>9</td>
</tr>
<tr>
<td>A. Reporting to Law Enforcement</td>
<td>9</td>
</tr>
<tr>
<td>B. Relationship of CUNY’s Investigation to the Action of Outside Law Enforcement</td>
<td>10</td>
</tr>
<tr>
<td>C. Obtaining immediate medical attention and emotional support</td>
<td>10</td>
</tr>
<tr>
<td>D. On-campus resources</td>
<td>10</td>
</tr>
<tr>
<td>VII. IMPORTANT INFORMATION ABOUT CONFIDENTIALITY, PRIVACY AND REQUIRED REFERRALS</td>
<td>11</td>
</tr>
<tr>
<td>VIII. REPORTING SEXUAL MISCONDUCT TO THE COLLEGE</td>
<td>11</td>
</tr>
<tr>
<td>A. Complainant’s rights</td>
<td>12</td>
</tr>
<tr>
<td>B. Where to file a complaint on campus</td>
<td>13</td>
</tr>
<tr>
<td>C. Request that the college maintain a complainant’s confidentiality or not conduct an investigation</td>
<td>13</td>
</tr>
<tr>
<td>D. Filing external complaints</td>
<td>14</td>
</tr>
<tr>
<td>E. Action by bystanders and other community members</td>
<td>14</td>
</tr>
<tr>
<td>F. Amnesty for drug and alcohol use</td>
<td>14</td>
</tr>
<tr>
<td>G. Reporting suspected child abuse</td>
<td>15</td>
</tr>
<tr>
<td>H. Reporting retaliation</td>
<td>15</td>
</tr>
<tr>
<td>IX. REPORTING/CONFIDENTIALITY OBLIGATIONS OF COLLEGE AND UNIVERSITY EMPLOYEES</td>
<td>15</td>
</tr>
<tr>
<td>A. Confidential employees</td>
<td>15</td>
</tr>
<tr>
<td>B. “Responsible” employees</td>
<td>16</td>
</tr>
<tr>
<td>C. All other employees</td>
<td>17</td>
</tr>
<tr>
<td>D. Special rules concerning public awareness and advocacy events</td>
<td>17</td>
</tr>
</tbody>
</table>
X. NO CONTACT ORDERS AND OTHER INTERIM AND SUPPORTIVE MEASURES 18
A. NO CONTACT ORDERS 18
B. TYPES OF INTERIM AND SUPPORTIVE MEASURES 19
C. INTERIM EMERGENCY SUSPENSIONS 19
D. PROCESS FOR REVIEW OF INTERIM MEASURES, INCLUDING “NO CONTACT” ORDERS AND INTERIM SUSPENSIONS 19

XI. INVESTIGATING COMPLAINTS OF SEXUAL MISCONDUCT 20
A. RIGHTS OF THE COMPLAINANT AND RESPONDENT 20
B. THE INVESTIGATION 21
C. CONFLICTS 22
D. INFORMAL RESOLUTION 22
E. ACTION FOLLOWING THE INVESTIGATION OR CLOSURE OF A COMPLAINT 23
F. MALICIOUS ALLEGATIONS 23

XII. DISCIPLINARY PROCESS AND PROCEDURES 23
A. DISCIPLINARY ACTION 23
B. STUDENT DISCIPLINARY HEARING PROCEDURES 25
C. FACULTY STUDENT DISCIPLINARY COMMITTEE STRUCTURE 27

XIII. COLLEGE OBLIGATIONS UNDER THIS POLICY 32
A. DISSEMINATION OF POLICIES, PROCEDURES AND NOTICES 32
B. TRAINING AND EDUCATIONAL PROGRAMMING 32
C. CAMPUS CLIMATE ASSESSMENTS 33

XIV. RULES REGARDING INTIMATE RELATIONSHIPS 34
I. POLICY STATEMENT

Every member of The City University of New York (“CUNY”) community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence). Accordingly, CUNY is committed to:

1) Defining conduct that constitutes prohibited Sexual Misconduct;
2) Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;
3) Promptly responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
4) Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;
5) Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on Sexual Misconduct to college constituencies; and
6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing Sexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY’s Board of Trustees.

The CUNY community should also be aware of the following CUNY policies:

- **The CUNY Policy on Equal Opportunity and Nondiscrimination** prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than Sexual Misconduct covered by this policy.

- **The CUNY Campus and Workplace Violence Prevention Policy** addresses workplace violence.

- **The CUNY Domestic Violence and the Workplace Policy** addresses domestic violence in or affecting employees in the workplace.

- **The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments** addresses the procedures CUNY will follow when there is a request for a reasonable accommodation and or academic adjustment.

In addition, campus crime statistics, including statistics relating to sexual violence, which CUNY is required to report under the Jeanne Clery Act, are available from the Office of Public Safety at each college and/or on its Public Safety website.
II. **SCOPE OF THIS POLICY**

This policy governs the conduct of (i) all the members of CUNY’s community, including employees and students, and (ii) non-members of CUNY’s community who interact with members of the CUNY community (hereinafter “visitors”). Visitors are both protected by and subject to this policy. A non-member may make a complaint of or report a violation of this policy committed by a member of CUNY’s community. A non-member may also be subject to restrictions for failing to comply with this policy. This policy applies to conduct that occurs on and off CUNY property.

III. **DEFINITIONS**

a. **Affirmative Consent** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older).

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or no can longer be given, sexual activity must stop.

b. **Complainant** refers to the individual who alleges that she/he has been the subject of Sexual Misconduct, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college’s attention by someone other than the complainant.

c. **Complaint** is an allegation of Sexual Misconduct made under this policy.
d. **Confidentiality** is the commitment not to share any identifying information with others, except as required by law in emergency circumstances (such as risk of death or serious bodily harm). Confidentiality may only be offered by individuals who are not legally required to report known incidents of Sexual Misconduct to college officials. Licensed mental health counselors, medical providers & pastoral counselors may offer confidentiality.

e. **Dating Violence** is violence or sexual assault committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of the relationship and the frequency of the interaction between the persons involved in the relationship. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature. Dating violence includes the threat of sexual or physical abuse.

f. **Domestic Violence** is any violence or sexual assault committed by (i) a current or former spouse or intimate partner of the victim; (ii) a person with whom the victim shares a child; (iii) a person who cohabits or cohabited with the victim as a spouse or intimate partner; or (iv) anyone else covered by applicable domestic violence laws. Domestic violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct.

g. **Forcible Touching/Fondling** is intentionally touching the sexual or other intimate parts of another person without the latter’s consent for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor’s sexual desire.

h. **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

i. **Intimate Partner Violence (“IPV”)** includes both Domestic Violence and Dating Violence.

j. **Managers** are employees who have authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities.
k. **Pastoral counselor**: A person who is associated with a religious order or denomination, recognized by that order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition.

l. **Privacy** is the assurance that the college will only reveal information about a report of Sexual Misconduct to those who need to know the information in order to carry out their duties or responsibilities or as otherwise required by law. Individuals who are unable to offer the higher standard of confidentiality under law, but who are still committed to not disclose information more than necessary, may offer privacy.

m. **Rape and Attempted Rape** is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.

n. **Respondent** refers to the individual who is alleged to have committed Sexual Misconduct against a CUNY student, employee, or visitor.

o. **Retaliation** is adverse treatment of an individual as a result of that individual’s reporting Sexual Misconduct, assisting someone with a report of Sexual Misconduct, opposing in a reasonable manner an act or policy believed to constitute Sexual Misconduct, or participating in any manner in an investigation or resolution of a Sexual Misconduct report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

p. **Sexual Activity** is

- contact between the penis and the vulva or the penis and the anus;
- contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- penetration, however slight, of the of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

q. **Sexual Assault** is any form of sexual activity that occurs without consent.

r. **Sex Discrimination** is treating an individual differently or less favorably because of sex, including sexual orientation, gender or gender identity (including transgender status), as well as pregnancy, childbirth and related medical conditions. Examples of sex discrimination include giving a student a lower grade, or failing to hire or promote an employee, based on their sex.
s. **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:
   i. submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or
   ii. such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual’s educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

   i. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual’s body;
   ii. Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
   iii. Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or
   iv. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

u. **Sexual Misconduct** is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.

v. **Sexual Violence** includes: (1) sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below; and (4) voyeurism, as defined below.

v. **Stalking** is intentionally engaging in a course of conduct directed at a specific person that:

   1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or
2. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Where stalking is directed at an individual with whom the perpetrator has, had, or sought some form of sexual or romantic relationship, it will be addressed under this Policy. Stalking that lacks a sexual or gender-based nexus may be addressed under the Code of Conduct.

w. **Supervisors** are employees who are not managers, but have a sufficient degree of control over the working conditions of one or more employees, which might include evaluating their performance and making recommendations for changes in employment status that are given particular weight.

x. **Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.

y. **Voyeurism** is unlawful surveillance and includes acts that violate an individual’s right to privacy in connection with her/his body and/or sexual activity such as:

   i. Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent.

   ii. Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;

   iii. Disseminating images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;

   iv. Using or installing, or permitting the use or installation of a device for the purpose of recording another person’s sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy without that person’s consent.

z. **Writing.** Whenever this policy requires in “writing,” electronic mail satisfies the writing requirement.

### IV. PROHIBITED CONDUCT

A. **Sexual Harassment, Gender-Based Harassment and Sexual Violence**

This policy prohibits sexual harassment, gender-based harassment and sexual violence (together “Sexual Misconduct”) against any CUNY student, employee or visitor.
Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Sexual harassment is considered a form of employee misconduct and an employee who engages in such conduct, or, managerial and supervisory personnel who knowingly allow such behavior to continue, shall be subject to discipline in accordance with applicable rules, policies and collective bargaining agreements.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes: (1) sexual activity without affirmative consent, sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking (“stalking”), and (4) voyeurism.

The complete definitions of these terms, as well as other key terms used in this policy, are in Section III above.

B. Retaliation

This policy prohibits retaliation against any person who reports Sexual Misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a Sexual Misconduct complaint, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute Sexual Misconduct. Federal, state, and local laws also prohibit retaliation.

C. Certain Intimate Relationships

This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section XII below.

V. TITLE IX COORDINATOR

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including Sexual Misconduct, in education programs, and with New York State Law Article 129B, commonly referred to as the Enough is Enough, Combating Sexual Assault and Domestic Violence on College Campuses (hereafter “Enough is Enough”). The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. All Title IX Coordinators shall receive annual training on Sexual Misconduct as required by Title IX, the Clery
Act, Enough is Enough, and other civil rights law. The name and contact information for all Title IX Coordinators at CUNY can be found on the university’s dedicated Title IX website.

VI. ASSISTANCE IN CASES OF SEXUAL VIOLENCE

A. Reporting to Law Enforcement

Students, employees and other community members who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus may, but are not required to, report to local law enforcement, and/or state police. CUNY does not require a complainant to report sexual misconduct to law enforcement; however, if a student, employee, or other community member does wish to report to law enforcement, CUNY will provide assistance. Each college public safety office shall have an appropriately trained employee available at all times to provide the complainant with information regarding options to proceed, including information regarding the criminal justice process and the preservation of evidence. Campus public safety officers can also assist the complainant with filing a complaint both on and off-campus, and in obtaining immediate medical attention and other services.

Additional information is available on the university’s Title IX website.

B. Relationship of CUNY’s Investigation to the Action of Outside Law Enforcement

In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy.

Students, employees and other community members should be aware that CUNY procedures and standards differ from those of criminal procedures. When CUNY investigates allegations of sexual misconduct or brings disciplinary proceedings for violations of this policy, the issue is whether the respondent violated CUNY policy. The standard applied in making this determination is whether the preponderance of the evidence substantiates the complaint, or, stated another way, whether it is more likely than not that the alleged conduct occurred. An individual found to have violated this policy may be sanctioned by the college and CUNY. In the criminal justice system, on the other hand, the issue is whether the accused violated state criminal law. The standard applied is proof beyond a reasonable doubt and an individual found guilty of a crime is subject to criminal penalties, such as incarceration, probation and fines. More information about relevant criminal laws is available at _____.

C. Obtaining Immediate Medical Attention and Emotional Support

CUNY encourages anyone who has experienced sexual assault or domestic, dating or intimate partner violence to seek medical attention as soon as possible. Medical resources can provide
treatment for injuries, preventative treatment for sexually transmitted diseases, emergency contraception, and other health services. They can also assist in preserving evidence or documenting any injuries. Taking these steps promptly after an incident can be very helpful if an individual later decides to seek criminal proceedings or a protective order.

Individuals who have experienced or witnessed sexual violence are also encouraged to seek emotional support, either on or off-campus.

D. On-campus resources

On campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

CUNY also maintains a list of off-campus emergency contacts and resources, including rape crisis centers, available throughout New York City on its dedicated web page. This includes a list of local hospitals designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.

VII. IMPORTANT INFORMATION ABOUT CONFIDENTIALITY, PRIVACY and REQUIRED REFERRALS

CUNY values the privacy of its students, employees, and visitors. They should be able to seek the assistance they need without fear that the information they provide will be shared more broadly. Some individuals who serve as resources on campus are confidential resources and will not share any identifying information with others, except as required by law in emergency circumstances. Other individuals are not permitted to maintain confidentiality but will protect privacy to the greatest extent possible and share information with other staff only on a need-to-know basis.

Confidential resources. Individuals considered confidential resources include counselors and health care providers at the college counseling centers and health offices, pastoral counselors, and designated staff members at women’s or men’s centers, if they exist on campus. Students may use these resources even if they decide not to make a report or participate in University disciplinary proceedings or the criminal justice process.

Private but non-confidential resources. Many college employees are required by federal and state law to provide information about possible sexual misconduct to the Title IX Coordinator. Individuals designated as non-confidential but private resources will protect privacy to the greatest extent possible, but must share relevant information about sexual misconduct with the Title IX Coordinator.

More information about confidential and private but non-confidential resources is provided in Section IX, below.

Under the Clery Act, the College is required to maintain records, advise the government about reports of certain crimes, and issue timely warnings when there is a serious, continuing threat to the community. Such reports and warnings do not disclose the names of reporting individuals.
VIII. REPORTING SEXUAL MISCONDUCT TO THE COLLEGE

In order for the University to address allegations of sexual misconduct, it has to learn about them. Accordingly, CUNY strongly encourages individuals who have experienced sexual misconduct to file a complaint with a designated campus official, as outlined below. The designated officials are trained to accept complaints, to ensure they are investigated in accordance with this policy, and to help complainants get necessary assistance.

Students, faculty, staff and visitors are encouraged to report incidents of sexual misconduct to campus officials, even if they have reported the incident to outside law enforcement authorities, and regardless of whether the incident took place on or off-campus (including “study abroad” programs.) Such reporting will enable complainants to get the support they need and provide the college with the information it needs to take appropriate action.

A. Complainant’s Rights

Individuals who have experienced sexual misconduct have the right to file a complaint with the college or to decide not to do so. (The decision on whether to bring disciplinary charges, however, rests with the campus.) Students who report sexual misconduct have all of the rights contained in the Students Bill of Rights (copy attached).

Complainants also have these rights:

- To notify campus public safety, local law enforcement, and/or the state police; or to choose not to report.
- To have emergency access to a college official trained to interview victims of sexual assault and able to provide certain information, including reporting options and information about confidentiality and privacy. The official will, where appropriate, advise the reporting individual about the importance of preserving evidence and obtaining a sexual assault forensic examination (“SAFE”) as soon as possible. The official will also explain that the criminal process uses different standards of proof, evidence, and that any questions about whether an incident violated criminal law should be addressed to a law enforcement official or a district attorney’s office.
- To disclose the incident to a college representative who can offer confidentiality or privacy and assist in obtaining services for reporting individuals. See Section IX, below.
- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
- To have complaints investigated in accordance with CUNY policy.
- To have privacy preserved to the extent possible.
- To receive assistance and resources on campus, including confidential and free on-campus counseling, and to be notified of other services available on- and off-campus, including the New York State Office of Victim Services.
- To disclose the incident to the college’s Human Resources Director or designee (if the accused is a college employee) or request that a confidential or private resource assist in doing so.
- To disclose the incident confidentially and obtain services from state and local governments.
To receive assistance from the campus or others in filing a criminal complaint, initiating legal proceedings in family court or civil court, and/or seeking an Order of Protection or the equivalent. In New York City, this assistance is provided by Family Justice Centers located in each borough, www1.nyc.gov/site/ocdv/programs/family-justice-centers.page.

To receive assistance with effecting an arrest when an individual violates an Order of Protection, which may be provided by assisting local law enforcement in effecting such an arrest.

To withdraw a complaint or involvement from the process at any time.

Students can speak with confidential resources on a strictly confidential basis before determining whether to make a report to college authorities. See Section IX, below. Students also have the right to consult confidentially with state, local and private resources who can provide other assistance.

B. Where to File a Complaint on Campus

Students, employees and visitors who experience sexual misconduct should bring their complaints to one of these campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of Vice President for Student Affairs or Dean of Students (students only)
- Residence Life staff in CUNY owned or operated housing (students and residence visitors only)
- Human Resources Director (employees only)

Contact information for these officials can be found at http://www1.cuny.edu/sites/title-ix/campus-websites

There is no prescribed method for filing a complaint of sexual misconduct and the college will respond to complaints whether they are oral or written. Complainants may, but are not required to, fill out the CUNY Sexual Misconduct Complaint form (see page 37). After the form is filled out, it should be brought to one of the offices listed above.

Once any of the officials or offices above is notified of an incident of sexual misconduct, she/he will provide a copy of this Policy to the Complainant and coordinate with appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These officials and offices will maintain a complainant’s privacy to the greatest extent possible, and all information in connection with the complaint, including the identities of the complainant and the respondent, will be shared only with those who have a legitimate need for the information.

Visitors: CUNY strongly encourages visitors to report all incidents of sexual misconduct that they observe or experience while on a CUNY campus or at a CUNY sponsored event to the Office of Public Safety, Residence Life staff, or other appropriate college officials listed above. In certain instances, CUNY may be able to offer those visitors who have experienced sexual misconduct with resources and assistance. For more information on such assistance, please visit INSERT
C. Request that the College Maintain a Complainant’s Confidentiality or Not Conduct an Investigation

After a report of an alleged incident of sexual misconduct is made to the Title IX Coordinator, a complainant may request (a) that the matter be investigated only to the extent possible without further revealing her/his identity or any details regarding the incident being divulged further (b) that no investigation into a particular incident be conducted, or (c) that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant’s request against the college’s obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. Factors used to determine whether to honor such a request include, but are not limited to: (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation of unlawful conduct by the accused from previously noted behavior; (c) any increased risk that the accused will commit additional acts of violence, (d) whether the accused used a weapon or force; (e) whether the complainant is a minor; (f) whether the college possesses other means to obtain evidence such as security footage; and (g) whether available information reveals pattern of misconduct at a given location or by particular group.

A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but that reasonable efforts will be made to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that the college may maintain confidentiality as requested by the complainant, the college will, if possible, take reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college’s ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request for confidentiality.

D. Filing External Complaints

Complainants who feel that they have been subjected to unlawful sexual harassment and/or violence have the right to avail themselves of any and all of their rights under law, including but not limited to filing complaints with one or more of the outside agencies listed below.

- U.S. Department of Education, Office for Civil Rights
  [http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html](http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html)

- U.S. Equal Employment Opportunity Commission
  [https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm](https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm)

- New York State Division of Human Rights
E. Action by Bystanders and Other Community Members

While only employees designated as “responsible” employees are required reporters as set forth in Section IX below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual misconduct that they may witness. Although these actions will depend on the circumstances, they may include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report any incident of sexual misconduct that they observe or become aware of to the Title IX Coordinator, or the offices of Public Safety, Vice President of Students Affairs (students), Dean of Students (students) or Human Resources (employees) at their college. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

F. Amnesty for Drug and Alcohol Use

The health and safety of every student at CUNY is of the utmost importance. CUNY recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that violence (including but not limited to sexual violence) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CUNY strongly encourages students to report sexual violence to college officials. A bystander or complainant acting in good faith who discloses any incident of sexual violence to college officials or law enforcement will not be subject to discipline under CUNY’s Policy Against Drugs and Alcohol for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual violence.

This policy does not provide amnesty for drug dealers or those who use drugs or alcohol as a weapon or to facilitate assault. Under CUNY’s Amnesty for Drug and Alcohol Policy, personal drug use and possession, whether it is intentional or accidental, will not form the basis of faculty student disciplinary charges.

G. Reporting Suspected Child Abuse

Certain members of the CUNY community who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the Office of the General Counsel web page. If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or
Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

H. Reporting Retaliation

An individual may file a complaint with the Title IX Coordinator if the individual has been retaliated against for reporting sexual misconduct, opposing in a reasonable manner an act or policy believed to constitute sexual misconduct, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual misconduct complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section XI of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

IX. REPORTING/CONFIDENTIALITY OBLIGATIONS OF COLLEGE AND UNIVERSITY EMPLOYEES

An individual who speaks to a college or CUNY employee about sexual misconduct should be aware that employees fall into three categories:

- “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s);
- “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator;
- all other employees, who are strongly encouraged but not required to report the incident(s).

A. Confidential Employees

i. For Students. Students at CUNY who wish to speak to someone who will keep all of the communications confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center;
- Nurse, nurse practitioner or other college health office staff member;
- Pastoral counselor, if available at the college; or
- Designated staff member in a women’s or men’s center, if one exists at their college.

These individuals will not report information about an incident to the college’s Title IX Coordinator or other college employees without the student’s permission. The only exception is in the case where there is an imminent threat of serious harm to the complainant or any other person.

If a student speaks solely to a “confidential” employee, the college will rarely be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Confidential employees will assist students in obtaining other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or with local law enforcement.
ii. **For Employees.** Although CUNY does not directly employ individuals to whom CUNY employees can speak on a confidential basis regarding sexual misconduct, free confidential support services are available through [CUNY’s Work/Life Program](#), which is administered by an outside company. Confidential community counseling resources are also available throughout [New York City](#).

B. **“Responsible” Employees – Private, but not confidential.**

“Responsible” employees have a duty to report incidents of sexual misconduct, including all relevant details, to the Title IX Coordinator. Such employees are not permitted to maintain a complainant’s confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under the circumstances described in Section VII above. However, these employees will maintain a complainant’s privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator and other people responsible for handling the college’s response to the report.

To the extent possible, before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources identified above.

CUNY has designated the following individuals as “responsible” employees. Complainants who wish to report sexual violence are encouraged to speak with one of the responsible employees marked *

- Title IX Coordinator and her/his staff
- * Office of Public Safety employees (all)
- * Vice President for Student Affairs or Dean of Students and all staff housed in those offices
- * Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all) (for students and housing visitors)
- * Human Resources staff (all) (for employees)
- College President, Vice Presidents and Deans
- Athletics Staff (all)
- Faculty Athletics Representatives
- Department Chairpersons/Executive Officers
- University Office of the General Counsel employees (all)
- College/unit attorney and her/his staff
- College/unit labor designee and her/his staff
- International Education Liaisons/Study Abroad Campus Directors and Field Directors
xiv. Faculty and staff members at times when they are leading or supervising student on off-campus trips

xv. Faculty or staff advisors to student groups

xvi. Employees who are Managers or Supervisors (all)

xvii. SEEK/College Discovery staff (all)

xviii. College Childcare Center staff (all)

xix. Directors of “Educational Opportunity Centers” affiliated with CUNY colleges

xx. Faculty or staff academic advisors

C. All Other Employees

Employees other than those identified in subsections “A” and “B” above are strongly encouraged but not required to report any possible sexual misconduct to the Title IX Coordinator. They are also strongly encouraged to maintain individual privacy to the greatest extent possible by sharing information, including the identities of the complainant and the respondent, only with the Title IX coordinator.

It is important to emphasize that faculty members other than those specifically identified in sub-Section “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are strongly encouraged to do so. An individual who wishes to ensure that the Title IX Coordinator is notified of an incident is strongly encouraged to speak with the Title IX Coordinator or one of the other individuals identified in Section IX, above.

D. Special Rules Concerning Public Awareness and Advocacy Events

CUNY supports public awareness events that help provide its community with information about sexual misconduct and how it can be addressed and prevented. In order to preserve the ability to participate freely in public awareness and advocacy events, if an individual discloses information about sexual misconduct at such event (for example, Take Back the Night gatherings, candlelight vigils, or protests) the college will not treat the disclosure as triggering an obligation to commence an investigation based on that information. Such individuals are encouraged to report sexual misconduct to college officials so that the college can provide resources and assistance.

X. NO CONTACT ORDERS AND OTHER INTERIM AND SUPPORTIVE MEASURES

When a college becomes aware of an allegation of sexual misconduct and the complainant or other affected parties request interim or supportive measures, the college will take appropriate interim and supportive measures to protect the complainant and other affected parties, to assist the parties, and to protect against retaliation. Appropriate interim and supportive measures may also be available to respondents. The college may also take interim measures to protect the college community at large.
The college’s Title IX Coordinator is responsible for coordinating interim and supportive measures, which are available even if the complainant chooses not to file or continue to pursue a complaint. Requests for interim and supportive measures should be made to the Title IX Coordinator.

The Title IX Coordinator will work with the Chief Student Affairs Officer to identify a trained staff member to assist students to obtain interim and supporting measures. The Title IX Coordinator will work with the Human Resources Director to assist employee complainants to obtain interim and supporting measures.

A. No Contact Orders

When respondent is a student, the complainant has the right to a college-issued "no contact order" under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.

B. Types of Interim and Supportive Measures

Possible interim and supportive measures include:

i. Making appropriate changes to academic programs, including changes in class schedule, accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting complainant or respondent to attend a class via skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;

ii. Making appropriate changes to residential housing situations or providing assistance in finding alternate housing;

iii. Changing an employee’s work assignment or schedule;

iv. Providing the complainant with an escort to and from class or campus work location;

v. Arranging appropriate transportation services to ensure safety;

vi. Offering counseling services through the college Counseling Center or other appropriate office, or referral to an off-campus agency;

vii. Assisting the complainant in obtaining medical and other services, including access to rape crisis centers;

viii. Assisting the complainant with filing a criminal complaint and/or seeking an order of protection;

ix. Enforcing an order of protection;

x. Obtaining a copy and/or explaining the terms of an order of protection and the consequences of violating it;

xi. Addressing situations in which it appears that a complainant’s academic progress is affected by the alleged incident;

xii. In exceptional circumstances, where a respondent is determined to present a continuing threat to the health and safety of the community, the college may seek an emergency interim suspension of a student or take similar emergency measures against an employee, consistent with applicable CUNY Bylaws, rules, policies and collective bargaining agreements. The Office of Public Safety will, in cooperation with the Title IX Coordinator.
and appropriate other campus officials, determine whether a respondent presents a
continuing threat to the health and safety of the campus, including (a) whether the
respondent has a history of violent behavior or is a repeat offender; (b) whether the incident
represents escalation in unlawful conduct by the accused; and (c) any increased risk that
the accused will commit additional acts of violence.

C. **Interim Emergency Student Suspensions**

The president or her/his designee may in emergency or extraordinary circumstances,
temporarily suspend a student pending an early hearing for not more than twelve (12)
calendar days, unless the student requests an adjournment. See Section B above.

Prior to the commencement of a temporary suspension of a student, the college shall give
the student respondent oral notice (which shall be confirmed via email to the address
appearing on the records of the college) or written notice of the charges. If the
respondent denies them, the college shall forthwith give the respondent an informal oral
explanation of the evidence supporting the charges and the student may present
informally her/his explanation or theory of the matter.

Both complainant and the respondent will be notified of the suspension and if or when it
the suspension is lifted at the same time and in the same manner.

D. **Process for Review of Interim Measures, including “No Contact” Orders and Interim
Suspensions.**

Upon request, the complainant and the respondent shall each be afforded a prompt review of
the need for and terms of restrictive interim measures, including “no contact” orders and
interim suspensions. Issues that may be raised include possible modification or discontinuance
of a “no contact” order. Complainants and respondents shall be allowed to submit evidence to
support their request. The request shall be made to the college’s Chief Student Affairs Officer,
if either the complainant or the respondent is a student, or to the college’s Human Resources
Director, if neither the complainant nor the respondent are students. If a request is made in a
case involving both a student and an employee, the Chief Student Affairs Officer shall consult
with the Human Resources Director. The Chief Student Affairs Officer or Human Resources
Director may consult with the Title IX Coordinator and other relevant officials regarding the
request. If appropriate and possible, the college may establish an appropriate schedule for the
complainant and the respondent to access college facilities when they are not being used by
the other party to enable both parties to use college facilities to the maximum extent feasible,
without violation of the “no contact” order.

Requests for accommodations that were made under CUNY’s Procedures for Implementing
Reasonable Accommodations and Academic Adjustments and do not directly affect the other
party are governed by the appeals provisions set forth in those Procedures.. Link.

**XI. INVESTIGATING COMPLAINTS OF SEXUAL MISCONDUCT**
The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual misconduct may have been committed against a student, employee or visitor, unless the information provided is insufficient to permit an investigation or the complainant has requested that the college refrain from such an investigation and the college has determined that refraining from an investigation will not result in a continuing threat to the college community. See Section VIII, above.

A. Rights of the Complainant and Respondent.

Whenever an investigation takes place, the complainant and respondent shall have these rights:

- to an investigation and process that is fair, impartial, timely and thorough and provides a meaningful opportunity to be heard;
- to have the complaint investigated and/or adjudicated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, and the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until any finding of responsibility;
- to have the college’s judicial or conduct process run concurrently with any criminal justice investigation and proceeding, except for temporary delays requested by external municipal entities while law enforcement gathers evidence;
- to receive reasonable advance written or electronic notice of any meeting they are required to or eligible to attend, of the specific rule or law alleged to have been violated and in what manner;
- to exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from admittance in the stage that determines responsibility. (Past findings of sexual misconduct may be admissible in the stage that determines sanction.)
- to offer evidence during the investigation;
- to review documents and tangible evidence, consistent with FERPA and other law;
- to be accompanied by an attorney or other advisor of their choice, who may assist and advise the complainant or respondent throughout the process including during all related meetings and hearings. Such attorneys or advisors must comply with the CUNY policies and procedures; and
- to simultaneous notice of the outcome of proceedings.

B. The Investigation

The college Title IX Coordinator is responsible for conducting any investigation in a prompt, thorough, and impartial manner and may designate another appropriately trained administrator to
conducted all or part of the investigation. Whenever an investigation is conducted, the Title IX Coordinator shall

- coordinate investigative efforts with other appropriate offices;
- inform the complainant that an investigation is being commenced and that the respondent will receive a written summary of the allegations;
- inform the respondent that an investigation is being commenced and provide the respondent with a written summary of the allegations of the complaint. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview of that employee conducted as part of such investigation;
- interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence. Both the complainant and respondent shall be informed that they have the right to provide relevant documents and to propose for interview witnesses whom they reasonably believe can provide relevant information.

Neither the complainant nor the respondent is restricted from discussing and sharing information related to the complaint with others who may support or assist them. This does not, however, permit unreasonable sharing of private information in a manner intended to harm or embarrass another, or in a manner that would recklessly do so regardless of intention. Such unreasonable sharing may constitute retaliation under this Policy.

The college Title IX Coordinator shall maintain all documents of the investigation in accordance with the CUNY Records Retention and Disposition Policy. [http://policy.cuny.edu/records_retention_schedule/pdf/#Navigation_Location](http://policy.cuny.edu/records_retention_schedule/pdf/#Navigation_Location)

The college shall make reasonable efforts to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible. However, the college may need to temporarily delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. Temporary delays will generally not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some complaints may require more extensive investigation, when possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

i. **Role of the Advisor**

In cases involving this Policy, both the complainant and respondent may be accompanied by an advisor of their choice (including an attorney) who may advise throughout the entire process, including all meetings and hearings. While advisors may represent a party and fully participate at a hearing, they may not speak during the meetings that proceed the hearing nor give testimony as a witness at the hearing.
C. Conflicts

If a complainant or respondent believes that any individual involved in the investigatory or adjudication process has a conflict of interest, he or she may make a request to the Chief Student Affairs Officer (or, if no students are involved, to the Legal or Labor Designee) to have that conflicted individual removed from the process. The request for removal must be in writing within five days of the complaint or respondent’s notification that the individual is to be involved and include a detailed description of the conflict. If the Chief Student Affairs Officer (or Legal or Labor Designee) determines that a conflict does exist, he or she will take immediate steps to address the conflict in order to ensure an impartial and fair process.

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person’s duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.

D. Informal Resolution

Except in instances involving sexual assault, the Title IX Coordinator, in their discretion, may offer the respondent and the complainant the opportunity to participate in the informal resolution process. Informal resolution may take place after the Title IX Coordinator has completed the investigation, but before the Title IX report has been completed, in an effort to resolve the matter by mutual agreement. The informal resolution process shall be conducted by the Title IX Coordinator, or by a qualified staff or faculty member designated by Title IX Coordinator, in coordination with the Chief Student Affairs Officer.

Both the complainant and the respondent have the right to end the informal resolution process at any time. Any informal resolution must be acceptable to the complainant, the respondent, and the Title IX Coordinator. Even if both the respondent and complainant agree to a resolution, the Title IX Coordinator must also agree with the resolution for it to be final.

If a resolution is reached, the complainant and the respondent shall be notified in writing, and the Title IX Coordinator will confer with the Chief Student Affairs Officer when creating a written memorandum memorializing the agreed upon resolution and consequences for non-compliance. This memorandum will be included in the respondent’s student record.

If no agreement is reached within a reasonable time, the Title IX Coordinator shall complete the Title IX report and take action in accordance with subsection E below. Information learned during and directly from the informal resolution process will not be documented in the Title IX report.

E. Action Following the Investigation or Closure of a Complaint.

i. Within 30 days following the completion of an investigation, the Title IX Coordinator shall report her/his findings to the College President in writing (“Report of Findings”). In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.
ii. In making findings regarding the allegations, the Title IX Coordinator shall use the “preponderance of the evidence” standard.

iii. Following receipt of the Report of Findings, the College President shall, when warranted by the facts, authorize such action as she/he deems necessary to address the issues raised in the Report of Findings, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent, as set forth in Section XII below.

iv. Within 30 calendar days following the termination of an investigation that has not been completed (for example, because it was resolved by mediation or the complainant withdrew cooperation) the Title IX Coordinator will summarize for the file the actions taken in response to the complaint and the basis on which the investigation was closed.

F. Malicious Allegations

Members of the CUNY community who make false and malicious complaints of violations of this policy of as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

XII. DISCIPLINARY PROCESS AND PROCEDURES

A. Disciplinary Action

If the College President recommends that disciplinary action be commenced against a respondent student or employee for violations of this Policy, the following procedures shall apply:

Discipline Against Students:

a. In cases where a College President recommends discipline against a student for violations of this Policy, the matter shall be referred to the college’s Office of Student Affairs and action shall be taken in accordance with Section 11.A-C of this Policy, below. This Section provides for, among other things, a University-Wide Faculty-Student Disciplinary Committee consisting of faculty members, students and in some cases staff members to hear and decide charges of violation of this Policy.

b. As described in Sections XI above, complainants have the same rights as respondents:

- to receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;

- to receive notice of the specific provisions alleged to have been violated and possible sanctions;

- to present evidence and testimony at any hearing, where appropriate;

- to be represented by an attorney or advisor of their choice;

- to receive access to a full and fair record of any hearing;
• to receive written notice of the decision of the faculty-student disciplinary committee, specifically whether the allegations were substantiated and what, if any, penalty was imposed;

• to make an impact statement at the point when the decision maker is deliberating on appropriate sanctions;

• To written notice of findings of fact, decisions and sanctions if any, as well as the rationale for the decision and any sanction;

• to choose whether to or discuss the outcome of a conduct or judicial process;

• to appeal to a decision maker that is fair and impartial and does not include individuals with conflicts of interest;

• to have all information obtained during the conduct process protected from public release until a decision maker on appeal makes a final determination, unless otherwise required by law.

c. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University. Students accused of crimes of violence are also subject to the university’s policy on transcript notations which is discussed in this Section below.

Discipline Against Employees

In cases where the college President recommends discipline against an employee, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include, depending on the employee’s title, reprimand, suspension, demotion, fine, or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by the particular collective bargaining agreement.

For additional information on the disciplinary process in specific cases, complainants should consult their campus Title IX Coordinator, who will work with campus Human Resources Director to provide information. Respondents should consult their union representative, if any, or campus Human Resources Director.

Action Against Visitors

In cases where the person accused of sexual misconduct is not a CUNY student or employee, the college’s ability to take action against the accused is usually extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor’s access to campus. In addition, subject to Section VI, above, the matter may be referred to local law enforcement for legal action, including seeking Orders of Protection and/or reporting to local law enforcement, where appropriate. College Public Safety will assist both students and employees in enforcing Orders of Protection on the campus.
No Disciplinary Action

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and respondent of that decision at the same time, in writing, and shall offer any appropriate support services, including counseling to both.

B. Student Disciplinary Procedures

Referral of Violation for Disciplinary Action

If the President decides that discipline is warranted, the President will refer the matter to the Chief Student Affairs Officer for further action. The chief student affairs officer may rely on the investigation and determination of the Title IX Coordinator and prefer disciplinary charges.

In instances where a respondent is alleged to have violated this Policy as well as other CUNY policies, rules or bylaws, the entire matter will be heard before the University-Wide Faculty Student Disciplinary Committee and will follow the rules and procedures outlined in Section XI of this Policy.

Respondent Withdrawal Before Completion of the Process

In the event that a respondent withdraws from the college before a decision is rendered on the charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made, or the charges are otherwise resolved.

Immediately following such withdrawal, the college shall place a notation on the respondent’s transcript that the respondent “withdrew with conduct charges pending.” If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation.

Issuance of Charges & Notice of Hearing

Notice of the charge(s) and of the time and place of the hearing shall be sent to the respondent by both first-class mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent that charges relate to the complainant. The Chief Student Affairs Officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant.

The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the University-wide Student Disciplinary Committee. If the respondent fails to respond to the
notice, appear on the adjourned date, or request an extension, the college may proceed without the respondent present, and any decision and sanction shall be binding.

Content of Notice of Charges and Hearing

The notice shall contain the following:

A. A complete and itemized statement of the charge(s) being brought against the respondent including the policy, rule and/or bylaw the respondent is charged with violating, and the possible penalties for such violation.

B. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:

i. to present their side of the story;
ii. to present witnesses and evidence on their behalf;
iii. to cross-examine witnesses presenting evidence, the exception being that the complainant and respondent may not cross-examine each other as discussed below;
iv. for the respondent to remain silent without assumption of guilt; and
v. to be represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
vi. A warning that anything the respondent says may be used against the respondent at a non-college hearing.

Review of Evidence before Hearing:

At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by the Family Educational Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant, adjournment of the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

Admission & Acceptance of Penalty

After the charges have been preferred by the chief student affairs officer, but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. If required by this Policy, the agreed-upon penalty shall be placed on the respondent’s transcript consistent with CUNY’s policy on Transcript
Notations (see below). Before resolving a complaint in this manner, the chief student affairs officer or designee shall first consult with the complainant and provide the complainant with an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant’s objection, the chief student affairs officer or designee shall provide the complainant with a statement of the reasons supporting such resolution, and the complainant may appeal the resolution to the college President.

C. Faculty Student Disciplinary Committee Structure:

Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. Members of the panel shall be trained on an annual basis in compliance with the law and this Policy. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO’s. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected.

In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to
continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery

Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Roles and Responsibilities of Individuals during the Hearing

a. Role and Responsibilities of Panel Chairperson:

The chairperson shall preside at the hearing. The parties to the hearing are the college, the respondent, and if the complainant chooses to participate, the complainant. At the commencement of the hearing, the chairperson shall inform the respondent of the charges, the hearing procedures, and her or his rights. After informing the respondent of the charges, the hearing procedures, and respondent’s rights, the chairperson shall ask the respondent to state whether he or she is responsible or not responsible for the conduct. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson shall rule on any motions regarding the admissibility of evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

The chairperson shall preside at all hearing sessions and meetings and make all rulings for the panel. The chairperson has discretion to limit the number of witnesses and the length of testimony for the presentations by any party and/or their representative. All hearings pursuant to this Policy shall be closed hearings. The chairperson shall not be a voting member of the panel but shall vote in the event of a tie. In the event that the chairperson cannot continue, the Vice Chancellor for Student Affairs, or his or his designee, shall appoint another chairperson from the University-wide committee. In the event that a seat on the panel becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student committee members by lot.

b. Presenters:

Each academic year, the chief student affairs officer at each College or designee shall identify one or more college employees to serve as presenters for the hearings. This list will be forwarded to the Offices of the Vice Chancellor for Student Affairs and General Counsel and Vice Chancellor
for Legal Affairs prior to the first day of the academic year. The employee who serves as presenter during the hearing shall be from the same institution as the respondent.

c. Recording of Proceeding

The college shall make a recording of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. No other recording of the proceedings shall be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent’s advisor. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their advisors.

Basic Hearing Rules:

If, at the commencement of the hearing, the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the hearing panel and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its evidence. At the conclusion of the college's presentation, the respondent may move to dismiss the charges. If the motion is denied by the committee, the complainant, if the complainant chooses to participate, shall be given an opportunity to make a presentation. After the college’s, and, if complainant chooses to participate, complainant’s presentation, the Respondent shall be given an opportunity to make a presentation.

The college bears the burden of proving the charge(s) by a preponderance of the evidence. The role of the hearing panel is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and make a decision as to responsibility. In the event the respondent is found responsible for the conduct, the committee shall then determine the penalty to be imposed.

The college, the respondent and the complainant are permitted to have advisors act on their behalf during the pendency of a hearing, which shall include the calling and examining of witnesses, and presenting evidence. Any party intending to appear with an attorney shall give the other party five (5) calendar days' notice of such representation.

Neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they choose to, the respondent and the complainant shall cross-examine each other only through an advisor. If either or both of them do not have an advisor, the college shall assist them to find an advisor to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness, in the chairperson’s discretion.

Responsibility Phase

The following rules apply to the introduction of evidence at the hearing: Evidence of the mental health diagnosis and/or treatment of a complainant, respondent, or witness may not be introduced; and b) Evidence of either party’s prior sexual history may not
be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

Penalty Phase

If the panel has found the Respondent responsible for the conduct, then the complainant, respondent, and college, will have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be. The complainant, respondent and college will also have the opportunity to introduce evidence of and comment on the respondent’s character, including any past findings of a respondent’s responsibility for domestic violence, stalking, or sexual assault or any other sexual misconduct, and submit a statement regarding the impact of the conduct.

The College may also introduce a copy of the respondent’s previous disciplinary records, if any, from any CUNY institution the respondent has attended, provided the respondent was shown a copy of the records prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the panel in a sealed envelope, bearing the respondent’s signature across the seal, and shall only be opened if the respondent has been found responsible for the conduct charged. The hearing panel, to determine an appropriate penalty, shall use the disciplinary records, as well as any documents or character evidence introduced by the respondent, the complainant, or the college.

If either the complainant or the respondent chose not to participate in the hearing, they still have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be and to provide or make an impact statement.

ii. Decision

The panel shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing, including the penalty phase. The college shall send to the respondent a copy of the panel’s decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the college has fourteen (14) calendar days of the conclusion of the hearing to send the panel’s decision. The college is also encouraged to send the decision to any other e-mail address that it may have for the respondent. The decision shall be final subject to any appeal.

In cases involving a crime of violence or a non-forcible sex offense, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the respondent shall be barred from
admission to, or attendance at, any other unit of the university while the penalty is being served.

iii. Appeals/Review

A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee.

If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party’s appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party’s appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

iv. Transcript Notation(s)

In cases in which the panel finds the respondent responsible and the penalty is either suspension or expulsion, the college shall place a notation on the respondent’s transcript stating that respondent was suspended or expelled after a finding of responsibility for a code of conduct violation. In cases where a student has been expelled as a result of a Clery Act crime of violence, the notation will not be removed.

For all other cases, after four years from the date of the conclusion of the disciplinary proceeding, or one year after the conclusion of any suspension, whichever is later, the Respondent has the right to request that a transcript notation from a finding of responsibility be removed. If a finding of responsibility for any violation is vacated for any reason, the notation shall be removed.
XIII. COLLEGE OBLIGATIONS UNDER THIS POLICY

In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:

   a. Dissemination of Policies, Procedures and Notices

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY’s Notice of Non-Discrimination; (iii) the Title IX Coordinator’s name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website, and including it in residence life materials and training and educational materials. In addition, the Students’ Bill of Rights, which is appended to and made a part of this policy, must be distributed to any individual reporting an incident of sexual misconduct at the time the report is made. It must also be distributed annually to all students, made available on the college’s website and posted in college campus centers and in CUNY owned and operated housing.

   b. Training and Educational Programming

CUNY is responsible for providing training to college Title IX Coordinators and others who may serve as investigators. The college Title IX Coordinator, in coordination with other applicable offices, including Public Safety, Human Resources and Student Affairs, is responsible for ensuring that the college provides training to college employees on their obligations under this policy; provides education on this policy and on sexual misconduct (including domestic violence, dating violence, stalking and sexual assault) to new and continuing students; and promotes awareness and prevention of sexual misconduct among all students and employees. Specific required trainings include the following:

   i. Training For Responsible and Confidential Employees

The college shall provide training to all employees who are required to report incidents of sexual misconduct under this policy, as well as those employees who have been designated as confidential employees.

   ii. Training For Title IX Coordinator and other investigators

CUNY shall provide at least annual training to Title IX Coordinators and other investigators in conducting investigations of sexual misconduct, including

   • the effects of trauma;
   • impartiality;
   • the rights of the respondent, include the right to a presumption that the respondent is "not responsible" until any finding of responsibility is made;
• relevant CUNY policies and procedures; and
• other issues including what constitutes crimes of sexual misconduct.

iii. Student Onboarding and Ongoing Education

Each college shall adopt a comprehensive student onboarding and ongoing education campaign to educate students about sexual misconduct, including domestic violence, dating violence, stalking, and sexual assault. During the student onboarding process, all new first-year and transfer students shall receive training on this policy and on a variety of topics relating to sexual misconduct. In addition, each college shall offer and administer appropriate educational programming to residence hall students, athletes, and student leaders. Each college shall also provide such educational programming to any other student groups which the college determines could benefit from education in the area of sexual misconduct. The college shall also share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students. This may be done by linking to http://www1.cuny.edu/sites/title-ix/information-for-parents-and-families/campus/university/

c. Campus Climate Assessments

Each college of the University shall conduct, no less than every other year, a climate assessment using an assessment instrument provided by the University central office, to ascertain its students’ general awareness and knowledge of the University’s policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument shall include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law. The University shall publish the results of the surveys on its Title IX web page. The published results shall not contain any information which would enable a reader to identify any individual who responded to the climate assessment.

Rules Regarding Intimate Relationships

d. Relationships between Faculty or Employees and Students

Amorous, dating or sexual activity or relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual misconduct.
Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this Section, professional responsibility for a student means responsibility over any academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

e. Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this Section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.
The City University of New York
Students’ Bill of Rights

For CUNY students who experience Sexual Violence, including sexual assault; domestic, dating or, intimate partner violence, stalking or voyeurism

All students have the right to

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

This Student Bill of Rights was established by the “Enough is Enough” Law, New York State Education Law Article 129-B, effective October 7, 2015.

For more information about preventing and addressing Sexual Violence at CUNY see http://www1.cuny.edu/sites/title-ix/campus-websites.

Information about filing a report, seeking a response, and options for confidential disclosure is available also available CUNY’s Title IX web page. Link.

Questions about CUNY’s Sexual Misconduct policy and procedures may be directed to your campus Title IX Coordinator. Link.
Policy adopted by the Board of Trustees on 12/1/2014 Cal. 4.C., with effective date of 1/1/2015. Amended by the Board of Trustees on 10/1/2015. Cal. 6.B.
THE CITY UNIVERSITY OF NEW YORK
POLICY ONSexual Misconduct

Table of Contents

TABLE OF CONTENTS

I. POLICY STATEMENT ........................................................................................................................................ 3

II. SCOPE OF THIS POLICY ................................................................. 4

III. Prohibited Conduct ................................................................................................................................. 5

   A. Sexual Harassment, Gender Based Harassment and Sexual Violence ........................................ 5
   B. Retaliation ................................................................................................................................................... 5
   C. Certain Intimate Relationships .......................................................................................................... 5

IV. Title IX Coordinator .............................................................................................................................. 5

V. Immediate Assistance in Cases of Sexual Violence ............................................................................ 6

   A. Reporting to Law Enforcement ........................................................................................................ 6
   B. Obtaining Immediate Medical Attention and Emotional Support .............................................. 6

VI. Reporting Sexual Harassment, Gender Based Harassment or Sexual Violence to the College ...... 7

   A. Filing a Complaint with Campus Authorities .................................................................................... 7
      i. Students .............................................................................................................................................. 7
      ii. Employees ........................................................................................................................................ 7
      iii. Visitors ........................................................................................................................................... 7
   B. Support Assistance for Complainants ............................................................................................... 8
      i. Students .............................................................................................................................................. 8
      ii. Employees ........................................................................................................................................ 8
   C. Request that the College Maintain a Complainant’s Confidentiality, Not Conduct an Investigation, or Not Report an Incident to Outside Law Enforcement .................................................................................. 8

D. Action by Bystanders and Other Community Members .................................................................... 9

E. Amnesty for Drug and Alcohol Use ..................................................................................................... 9

F. Reporting Suspected Child Abuse ......................................................................................................... 9

G. Reporting Retaliation ............................................................................................................................ 10
VI. Reporting/Confidentiality Obligations of College and University Employees ........................................10

A. Confidential Employees .......................................................................................................................10
   i. For Students .......................................................................................................................................10
   ii. For Employees .................................................................................................................................11
B. “Responsible” Employees ....................................................................................................................11
C. All Other Employees ............................................................................................................................12

VII. Interim and Supportive Measures ..................................................................................................12

A. Types of Interim and Supportive Measures ......................................................................................12
B. Process for Review of “No Contact” Orders ...................................................................................13

VIII. Investigating Complaints of Sexual Harassment, Gender-Based Harassment or Sexual Violence .................................................................13

A. The Investigation ................................................................................................................................13
B. Conflicts ..............................................................................................................................................14
C. Mediation ...........................................................................................................................................14
D. Timing ................................................................................................................................................14
E. Report of Findings ...............................................................................................................................15
F. Disciplinary Action ...............................................................................................................................15
   i. Discipline Against Students ..............................................................................................................15
   ii. Discipline Against Employees .......................................................................................................15

III. DEFINITIONS ....................................................................................................................................4

IV. PROHIBITED CONDUCT ..................................................................................................................9

A. SEXUAL HARASSMENT, GENDER-BASED HARASSMENT AND SEXUAL VIOLENCE 9
B. RETALIATION .......................................................................................................................................9
C. CERTAIN INTIMATE RELATIONSHIPS .......................................................................................... 9

V. TITLE IX COORDINATOR ..................................................................................................................9

VI. ASSISTANCE IN CASES OF SEXUAL VIOLENCE ........................................................................9

A. REPORTING TO LAW ENFORCEMENT .............................................................................................9
B. RELATIONSHIP OF CUNY’S INVESTIGATION TO THE ACTION OF OUTSIDE LAW ENFORCEMENT 10
C. OBTAINING IMMEDIATE MEDICAL ATTENTION AND EMOTIONAL SUPPORT 10
D. ON-CAMPUS RESOURCES ..............................................................................................................10
   iii. Action Against Visitors ..................................................................................................................15
VII. IMPORTANT INFORMATION ABOUT CONFIDENTIALITY, PRIVACY AND REQUIRED REFERRALS

iv. No Disciplinary Action 16

VIII. REPORTING SEXUAL MISCONDUCT TO THE COLLEGE

A. COMPLAINANT’S RIGHTS 12
B. WHERE TO FILE A COMPLAINT ON CAMPUS 13
C. REQUEST THAT THE COLLEGE MAINTAIN A COMPLAINANT’S CONFIDENTIALITY OR NOT CONDUCT AN INVESTIGATION 13
D. FILING EXTERNAL COMPLAINTS 14
E. ACTION BY BYSTANDERS AND OTHER COMMUNITY MEMBERS 14
F. AMNESTY FOR DRUG AND ALCOHOL USE 14
G. Malicious Allegations 15
H. Relationship of CUNY’s Investigation to the Action of Outside Law Enforcement 16
   I. Filing External Complaints 16

IX. College Obligations Under This Policy
   A. Dissemination of Policies, Procedures and Notices 16
   B. Training and Educational Programming 16
      i. Training For Responsible Employees 16
      ii. Student Onboarding and Ongoing Education 16
   C. Campus Climate Assessments 17

X. Rules Regarding Intimate Relationships
   A. Relationships between Faculty or Employees and Students 18
   B. Relationships between Supervisors and Employees 18

XI. Definitions of Terms in this Policy
   A. Affirmative Consent 19
   B. Complainant 19
   C. Complaint 19
   D. Dating, Domestic and Intimate Partner Violence 20
IX. REPORTING/CONFIDENTIALITY OBLIGATIONS OF COLLEGE AND UNIVERSITY EMPLOYEES 15
A. CONFIDENTIAL EMPLOYEES 15
B. “RESPONSIBLE” EMPLOYEES 16
C. ALL OTHER EMPLOYEES 17
D. SPECIAL RULES CONCERNING PUBLIC AWARENESS AND ADVOCACY EVENTS 17

X. NO CONTACT ORDERS AND OTHER INTERIM AND SUPPORTIVE MEASURES 18
A. NO CONTACT ORDERS 18
B. TYPES OF INTERIM AND SUPPORTIVE MEASURES 19
C. INTERIM EMERGENCY SUSPENSIONS 19
D. PROCESS FOR REVIEW OF INTERIM MEASURES, INCLUDING “NO CONTACT” ORDERS AND INTERIM SUSPENSIONS 19

XI. INVESTIGATING COMPLAINTS OF SEXUAL MISCONDUCT 20
A. RIGHTS OF THE COMPLAINANT AND RESPONDENT 20
B. THE INVESTIGATION 21
C. CONFLICTS 22
D. INFORMAL RESOLUTION 22
E. ACTION FOLLOWING THE INVESTIGATION OR CLOSURE OF A COMPLAINT 23
F. MALICIOUS ALLEGATIONS 23
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>N. Sexual Misconduct</td>
<td>22</td>
</tr>
<tr>
<td>XII. DISCIPLINARY PROCESS AND PROCEDURES</td>
<td>23</td>
</tr>
<tr>
<td>A. DISCIPLINARY ACTION</td>
<td>23</td>
</tr>
<tr>
<td>B. STUDENT DISCIPLINARY HEARING PROCEDURES</td>
<td>25</td>
</tr>
<tr>
<td>C. FACULTY STUDENT DISCIPLINARY COMMITTEE STRUCTURE</td>
<td>27</td>
</tr>
<tr>
<td>O. Sexual Violence</td>
<td>22</td>
</tr>
<tr>
<td>XIII. COLLEGE OBLIGATIONS UNDER THIS POLICY</td>
<td>32</td>
</tr>
<tr>
<td>A. DISSEMINATION OF POLICIES, PROCEDURES AND NOTICES</td>
<td>32</td>
</tr>
<tr>
<td>B. TRAINING AND EDUCATIONAL PROGRAMMING</td>
<td>32</td>
</tr>
<tr>
<td>C. CAMPUS CLIMATE ASSESSMENTS</td>
<td>33</td>
</tr>
<tr>
<td>P. Stalking</td>
<td>22</td>
</tr>
<tr>
<td>XIV. RULES REGARDING INTIMATE RELATIONSHIPS</td>
<td>34</td>
</tr>
<tr>
<td>Q. Visitors</td>
<td>22</td>
</tr>
<tr>
<td>Appendix – Students’ Bill of Rights</td>
<td>23</td>
</tr>
</tbody>
</table>

I.
i. **Policy Statement**

Every member of The City University of New York ("CUNY") community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence). Accordingly, CUNY is committed to:

- Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence; Sexual Misconduct;
- Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violenceSexual Misconduct and a commitment that any complaints will be handled respectfully;
- Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violenceSexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
- Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violenceSexual Misconduct;
- Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violenceSexual Misconduct, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violenceSexual Misconduct to college constituencies; and
- Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing sexual harassment, gender-based harassment and sexual violenceSexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY’s Board of Trustees.

The CUNY community should also be aware of the following CUNY policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace:

i. **The CUNY Policy on Equal Opportunity and Nondiscrimination**
The CUNY Policy on Equal Opportunity and Nondiscrimination prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than sexual harassment, gender-based harassment or sexual violenceSexual Misconduct covered by this policy. [Link]

1. **The CUNY Campus and Workplace Violence Prevention Policy addresses workplace violence.**

2. **The CUNY Workplace Violence Policy addresses workplace violence and the CUNY Domestic Violence in the Workplace Policy.**
Workplace Policy addresses domestic violence in or affecting employees in the workplace.

3. The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments addresses the procedures CUNY will follow when there is a request for a reasonable accommodation and or academic adjustment.

In addition, campus crime statistics, including statistics relating to sexual violence, which CUNY is required to report under the Jeanne Clery Act, are available from the Office of Public Safety at each college and/or on its Public Safety website.

ii. Prohibited Conduct

SCOPE OF THIS POLICY

This policy governs the conduct of (i) all the members of CUNY’s community, including employees and students, and (ii) non-members of CUNY’s community who interact with members of the CUNY community (hereinafter “visitors”). Visitors are both protected by and subject to this policy. A non-member may make a complaint of or report a violation of this policy committed by a member of CUNY’s community. A non-member may also be subject to restrictions for failing to comply with this policy. This policy applies to conduct that occurs on and off CUNY property.

1. DEFINITIONS

1. Affirmative Consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older).

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or no longer can be given, sexual activity must stop.

2. **Complainant** refers to the individual who alleges that she/he has been the subject of Sexual Misconduct, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college’s attention by someone other than the complainant.

3. **Complaint** is an allegation of Sexual Misconduct made under this policy.

4. **Confidentiality** is the commitment not to share any identifying information with others, except as required by law in emergency circumstances (such as risk of death or serious bodily harm). Confidentiality may only be offered by individuals who are not legally required to report known incidents of Sexual Misconduct to college officials. Licensed mental health counselors, medical providers & pastoral counselors may offer confidentiality.

5. **Dating Violence** is violence or sexual assault committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of the relationship and the frequency of the interaction between the persons involved in the relationship. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature. Dating violence includes the threat of sexual or physical abuse.

6. **Domestic Violence** is any violence or sexual assault committed by (i) a current or former spouse or intimate partner of the victim; (ii) a person with whom the victim shares a child; (iii) a person who cohabits or cohabited with the victim as a spouse or intimate partner; or (iv) anyone else covered by applicable domestic violence laws. Domestic violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct.

7. **Forcible Touching/Fondling** is intentionally touching the sexual or other intimate parts of another person without the latter’s consent for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor’s sexual desire.

8. **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be
persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

9. **Intimate Partner Violence** ("IPV") includes both Domestic Violence and Dating Violence.

10. **Managers** are employees who have authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities.

11. **Pastoral counselor**. A person who is associated with a religious order or denomination, recognized by that order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition.

12. **Privacy** is the assurance that the college will only reveal information about a report of Sexual Misconduct to those who need to know the information in order to carry out their duties or responsibilities or as otherwise required by law. Individuals who are unable to offer the higher standard of confidentiality under law, but who are still committed to not disclose information more than necessary, may offer privacy.

13. **Rape and Attempted Rape** is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.

14. **Respondent** refers to the individual who is alleged to have committed Sexual Misconduct against a CUNY student, employee, or visitor.

15. **Retaliation** is adverse treatment of an individual as a result of that individual’s reporting Sexual Misconduct, assisting someone with a report of Sexual Misconduct, opposing in a reasonable manner an act or policy believed to constitute Sexual Misconduct, or participating in any manner in an investigation or resolution of a Sexual Misconduct report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

16. **Sexual Activity** is

1. contact between the penis and the vulva or the penis and the anus;
2. contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
3. penetration, however slight, of the of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
4. **Sexual Assault** is any form of sexual activity that occurs without consent.

5. **Sex Discrimination** is treating an individual differently or less favorably because of sex, including sexual orientation, gender or gender identity (including transgender status), as well as pregnancy, childbirth and related medical conditions. Examples of sex discrimination include giving a student a lower grade, or failing to hire or promote an employee, based on their sex.

6. **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:
   
   1. submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or
   
   2. such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual’s educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

   Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

   While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

   1. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual’s body;
   
   2. Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
   
   3. Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or
   
   4. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

7. **Sexual Misconduct** is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.

8. **Sexual Violence** includes: (1) sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below; and (4) voyeurism, as defined below.
9. **Stalking** is intentionally engaging in a course of conduct directed at a specific person that:

1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or

2. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Where stalking is directed at an individual with whom the perpetrator has, had, or sought some form of sexual or romantic relationship, it will be addressed under this Policy. Stalking that lacks a sexual or gender-based nexus may be addressed under the Code of Conduct.

10. **Supervisors** are employees who are not managers, but have a sufficient degree of control over the working conditions of one or more employees, which might include evaluating their performance and making recommendations for changes in employment status that are given particular weight.

11. **Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.

12. **Voyeurism** is unlawful surveillance and includes acts that violate an individual’s right to privacy in connection with her/his body and/or sexual activity such as:

1. Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent.

2. Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent.

3. Disseminating images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure.

4. Using or installing, or permitting the use or installation of a device for the purpose of recording another person’s sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy without that person’s consent.
13. **Writing.** Whenever this policy requires in “writing,” electronic mail satisfies the writing requirement.

14. **PROHIBITED CONDUCT**

1. **Sexual Harassment, Gender-Based Harassment and Sexual Violence**

This policy prohibits sexual harassment, gender-based harassment and sexual violence (together “sexual misconduct”) against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Sexual harassment is considered a form of employee misconduct and an employee who engages in such conduct, or, managerial and supervisory personnel who knowingly allow such behavior to continue, shall be subject to discipline in accordance with applicable rules, policies and collective bargaining agreements.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes: (1) sexual activity without affirmative consent, such as sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking (“stalking”) as defined in this policy, and (4) voyeurism.

The complete definitions of these terms, as well as other key terms used in this policy, are set forth in Section XI below.

1. **Retaliation**

   B. **Retaliation.** This policy prohibits retaliation against any person who reports sexual harassment, gender-based harassment or sexual violence, assists someone making such a report, or participates in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute Sexual Misconduct. Federal, state, and local laws also prohibit retaliation.
2. **Certain Intimate Relationships**

**C. Certain Intimate Relationships.** This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section XXII below.

2. **III. Title IX CoordinatorTITLE IX COORDINATOR**

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. Sexual Misconduct, in education programs, and with New York State Law Article 129B, commonly referred to as the Enough is Enough, Combating Sexual Assault and Domestic Violence on College Campuses (hereafter “Enough is Enough”). The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. All Title IX Coordinators shall receive annual training on sexual harassment, gender-based harassment and sexual violence as required by Title IX, the Clery Act, Enough is Enough, and other civil rights law. The name and contact information for all Title IX Coordinators at CUNY can be found on the university’s dedicated Title IX website.

IV. **Immediate Assistance in Cases of Sexual Violence**

3. **ASSISTANCE IN CASES OF SEXUAL VIOLENCE**

1. **Reporting to Law Enforcement**

Students or employees and other community members who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus may, but are strongly encouraged to immediately report the incident by calling 911, contacting NYPD Special Victims Division or their local police precinct, or contacting their college public safety office, which is available 24 hours a day, 7 days a week, not required to, report to local law enforcement, and/or state police. CUNY does not require a complainant to report sexual misconduct to law enforcement; however, if a student, employee, or other community member does wish to report to law enforcement, CUNY will provide assistance. Each college public safety office shall have an appropriately trained employee available at all times to provide the complainant with information regarding options to proceed, including information regarding the criminal justice process and the preservation of evidence. Campus public safety officers can also assist the complainant with filing a complaint both on and off-campus, and in obtaining immediate medical attention and other services.

Additional information is available on the university’s Title IX website.

1. **Relationship of CUNY’s Investigation to the Action of Outside Law Enforcement**

In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation.
The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy.

Students, employees and other community members should be aware that CUNY procedures and standards differ from those of criminal procedures. When CUNY investigates allegations of sexual misconduct or brings disciplinary proceedings for violations of this policy, the issue is whether the respondent violated CUNY policy. The standard applied in making this determination is whether the preponderance of the evidence substantiates the complaint, or, stated another way, whether it is more likely than not that the alleged conduct occurred. An individual found to have violated this policy may be sanctioned by the college and CUNY. In the criminal justice system, on the other hand, the issue is whether the accused violated state criminal law. The standard applied is proof beyond a reasonable doubt and an individual found guilty of a crime is subject to criminal penalties, such as incarceration, probation and fines. More information about relevant criminal laws is available at ______ (link to chart).

2. **B. Obtaining Immediate Medical Attention and Emotional Support**

CUNY is committed to assisting encourages anyone who has experienced sexual assault or domestic, dating or intimate partner violence to seek comprehensive medical attention as soon as possible to treat. Medical resources can provide treatment for injuries, obtain preventative treatment for sexually transmitted diseases, emergency contraception, and preserve evidence, among other things. For rapes in particular, immediate treatment and the preservation of evidence of the incident are important for many reasons, including facilitating a criminal investigation. In addition, individuals can also assist in preserving evidence or documenting any injuries. Taking these steps promptly after an incident can be very helpful if an individual later decides to seek criminal proceedings or a protective order.

**Individuals** who have experienced or witnessed sexual violence are also encouraged to seek emotional support as soon as possible, either on or off-campus.

3. **On-campus resources**

On-campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

For off-campus resources, CUNY also maintains a list of emergency contacts and resources, including rape crisis centers, available throughout New York City on its dedicated web page. Link This list includes a designation of which local hospitals are designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.
V. Reporting Sexual Harassment, Gender-Based Harassment or Sexual Violence to the College

2. IMPORTANT INFORMATION ABOUT CONFIDENTIALITY, PRIVACY and REQUIRED REFERRALS

CUNY values the privacy of its students, employees, and visitors. They should be able to seek the assistance they need without fear that the information they provide will be shared more broadly. Some individuals who serve as resources on campus are confidential resources and will not share any identifying information with others, except as required by law in emergency circumstances. Other individuals are not permitted to maintain confidentiality but will protect privacy to the greatest extent possible and share information with other staff only on a need-to-know basis.

**Confidential resources.** Individuals considered confidential resources include counselors and health care providers at the college counseling centers and health offices, pastoral counselors, and designated staff members at women’s or men’s centers, if they exist on campus. Students may use these resources even if they decide not to make a report or participate in University disciplinary proceedings or the criminal justice process.

**Private but non-confidential resources.** Many college employees are required by federal and state law to provide information about possible sexual misconduct to the Title IX Coordinator. Individuals designated as non-confidential but private resources will protect privacy to the greatest extent possible, but must share relevant information about sexual misconduct with the Title IX Coordinator.

More information about confidential and private but non-confidential resources is provided in Section IX, below.

Under the Clery Act, the College is required to maintain records, advise the government about reports of certain crimes, and issue timely warnings when there is a serious, continuing threat to the community. Such reports and warnings do not disclose the names of reporting individuals.

3. REPORTING SEXUAL MISCONDUCT TO THE COLLEGE

CUNY in order for the University to address allegations of sexual misconduct, it has to learn about them. Accordingly, CUNY strongly encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence (referred to in this policy as “misconduct” to file a complaint with a designated campus official, as outlined below. The designated officials are trained to accept complaints, to ensure they are investigated in accordance with this policy, and to help complainants report the incident(s) get necessary assistance.

Students, faculty, staff and visitors are encouraged to report incidents of sexual misconduct to campus authorities officials, even if they have reported the incident to outside law enforcement authorities, and regardless of whether the incident took place on or off-campus (including “study abroad” programs.) Such reporting will enable complainants to get the support they need, and provide the college with the information it needs to take appropriate action.

However, students should be aware that there are employees at their college/unit whom they

1. Complainant’s Rights
Individuals who have experienced sexual misconduct have the right to file a complaint with the college or to decide not to do so. (The decision on whether to bring disciplinary charges, however, rests with the campus.) Students who report sexual misconduct have all of the rights contained in the Students Bill of Rights (copy attached).

Complainants also have these rights:

1. To notify campus public safety, local law enforcement, and/or the state police; or to choose not to report.
2. To have emergency access to a college official trained to interview victims of sexual assault and able to provide certain information, including reporting options and information about confidentiality and privacy. The official will, where appropriate, advise the reporting individual about the importance of preserving evidence and obtaining a sexual assault forensic examination (“SAFE”) as soon as possible. The official will also explain that the criminal process uses different standards of proof, evidence, and that any questions about whether an incident violated criminal law should be addressed to a law enforcement official or a district attorney’s office.
3. To disclose the incident to a college representative who can offer confidentiality or privacy and assist in obtaining services for reporting individuals. See Section IX, below.
4. To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
5. To have complaints investigated in accordance with CUNY policy.
6. To have privacy preserved to the extent possible.
7. To receive assistance and resources on campus, including confidential and free on-campus counseling, and to be notified of other services available on- and off-campus, including the New York State Office of Victim Services.
8. To disclose the incident to the college’s Human Resources Director or designee (if the accused is a college employee) or request that a confidential or private resource assist in doing so.
9. To disclose the incident confidentially and obtain services from state and local governments.
10. To receive assistance from the campus or others in filing a criminal complaint, initiating legal proceedings in family court or civil court, and/or seeking an Order of Protection or the equivalent. In New York City, this assistance is provided by Family Justice Centers located in each borough, www1.nyc.gov/site/ocdv/programs/family-justice-centers.page.
11. To receive assistance with effecting an arrest when an individual violates an Order of Protection, which may be provided by assisting local law enforcement in effecting such an arrest.
12. To withdraw a complaint or involvement from the process at any time.

Students can speak with confidential resources on a strictly confidential basis before determining whether to make a report to college authorities. See Section VI below. See Section IX, below. Students also have the right to consult confidentially with state, local and private resources who can provide other assistance.

13. A. **Filing Where to File a Complaint Within Campus Authorities**
Students, employees and visitors who experience sexual harassment, gender-based harassment or sexual violence/misconduct should bring their complaint to one of the following campus officials/offices:

1. Title IX Coordinator;
2. Office of Public Safety;
3. Office of the Vice President for Student Affairs and/or Dean of Students; (students only)
   - Residence Life staff

**Employees**

Employees who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Director of Human Resources;
- Office of Public Safety.

**Visitors**

Visitors who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;

4. Residence Life staff in CUNY owned or operated housing, including Resident Assistants. (students and residence visitors only)

1. Human Resources Director (employees only)

Contact information for these officials can be found at [http://www1.cuny.edu/sites/title-ix/campus-websites](http://www1.cuny.edu/sites/title-ix/campus-websites)

There is no prescribed method for filing a complaint of sexual misconduct and the college will respond to complaints whether they are oral or written. Complainants may, but are not required to, fill out the CUNY Sexual Misconduct Complaint form (see page 36). After the form is filled out, it should be brought to one of the offices listed above.

Once any of the individuals or offices above is notified of an incident of sexual harassment, gender-based harassment or sexual violence/misconduct, she/he will provide a copy of this Policy to the Complainant and coordinate with the appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These individuals will maintain a complainant’s privacy to the greatest extent possible, and all information in connection with the complaint, including the identities of the complainant and the respondent, will be shared only with those who have a legitimate need for the information.
B. Support Assistance for Complainants

i. Students
When a Title IX Coordinator receives a complaint of sexual misconduct from a student, she/he will work with the Chief Student Affairs Officer to identify a trained staff member to assist the complainant with support services.

ii. Employees
When a Title IX Coordinator receives a complaint of sexual misconduct from an employee, she/he will work with the Human Resources Director to assist the complainant with support services.

Visitors: CUNY strongly encourages visitors to report all incidents of sexual misconduct that they observe or experience while on a CUNY campus or at a CUNY sponsored event to the Office of Public Safety, Residence Life staff, or other appropriate college officials listed above. In certain instances, CUNY may be able to offer those visitors who have experienced sexual misconduct with resources and assistance. For more information on such assistance, please visit INSERT LINK.

1. Request that the College Maintain a Complainant’s Confidentiality, or Not Conduct an Investigation, or Not Report an Incident to Outside Law Enforcement

After a report of an alleged incident of sexual harassment, gender-based harassment or sexual violence has been made to the Title IX Coordinator, a complainant may request (a) that the matter be investigated only to the extent possible without further revealing her/his identity or any details regarding the incident being divulged further. Alternatively, a complainant may request (b) that no investigation into a particular incident be conducted, or (c) that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant’s request against the college’s obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. Factors used to determine whether to honor such a request include, but are not limited to: (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation of unlawful conduct by the accused from previously noted behavior; (c) any increased risk that the accused will commit additional acts of violence, (d) whether the accused used a weapon or force; (e) whether the complainant is a minor; (f) whether the college possesses other means to obtain evidence such as security footage; and (g) whether available information reveals pattern of misconduct at a given location or by particular group.

A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but only that all reasonable efforts will be made to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive
measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that she/he will the college may maintain confidentiality as requested by the complainant, the college will, if possible, take all reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college’s ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request for confidentiality.

In any event, the college is required to abide by any laws mandating disclosure, such as the Jeanne Clery Act and New York’s Campus Safety Act. However, notification under the Jeanne Clery Act is done without divulging the complaint’s identity, and notification of sexual violence under the New York Campus Safety Act is not required and will not be done if the complainant requests confidentiality.

If the Title IX Coordinator determines that the college must report the incident to outside law enforcement, the college will cooperate with any criminal investigation, which may include providing the outside law enforcement agency with any evidence in its possession relating to the incident.

2. Filing External Complaints

Complainants who feel that they have been subjected to unlawful sexual harassment and/or violence have the right to avail themselves of any and all of their rights under law, including but not limited to filing complaints with one or more of the outside agencies listed below.

1. U.S. Department of Education, Office for Civil Rights
   [http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html](http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html)

2. U.S. Equal Employment Opportunity Commission
   [https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm](https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm)

3. New York State Division of Human Rights

4. New York City Commission on Human Rights
   [http://www1.nyc.gov/site/cchr/about/resources.page](http://www1.nyc.gov/site/cchr/about/resources.page)

5. D. Action by Bystanders and Other Community Members

While those employees designated as “responsible” employees are required reporters as set forth in Section VII below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual harassment, gender-based harassment or sexual violence misconduct that they may witness. Although these actions will depend on the circumstances, they may include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report any incident of sexual harassment, gender-based harassment or sexual violence misconduct that they observe or become
aware of to the Title IX Coordinator, and/or the offices of Public Safety and the Vice President of Students Affairs and/or (students), Dean of Students at their college and, in the case of employees, the (students) or Human Resources office (employees) at their college. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

6. **E. Amnesty for Drug and Alcohol Use**

CUNY strongly encourages students to report instances of sexual harassment, gender-based harassment or sexual violence as soon as possible, even if those reporting or the alleged victim may have engaged in the inappropriate or unlawful use of alcohol or drugs. Therefore, in accordance with CUNY’s Drug/Alcohol Use Amnesty Policy, a student acting in good faith who reports or experiences sexual harassment, gender-based harassment or sexual violence will not be disciplined by the college for any violation of CUNY’s Policy Against Drugs and Alcohol in connection with the reported incident. The health and safety of every student at CUNY is of the utmost importance. CUNY recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CUNY strongly encourages students to report sexual violence to college officials. A bystander or complainant acting in good faith who discloses any incident of sexual violence to college officials or law enforcement will not be subject to discipline under CUNY’s Policy Against Drugs and Alcohol for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual violence.

This policy does not provide amnesty for drug dealers or those who use drugs or alcohol as a weapon or to facilitate assault. Under CUNY’s Amnesty for Drug and Alcohol Policy, personal drug use and possession, whether it is intentional or accidental, will not form the basis of faculty student disciplinary charges.

7. **F. Reporting Suspected Child Abuse**

Certain members of the CUNY community who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the Office of the General Counsel web page. If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

8. **G. Reporting Retaliation**

An individual may file a complaint with the Title IX Coordinator if the individual has been retaliated against for reporting sexual harassment, gender-based harassment or sexual violence misconduct, opposing in a reasonable manner an act or policy believed to constitute sexual
VI. Reporting/Confidentiality Obligations of College and University Employees

2. REPORTING/CONFIDENTIALITY OBLIGATIONS OF COLLEGE AND UNIVERSITY EMPLOYEES

An individual who speaks to a college or CUNY employee about sexual harassment, gender-based harassment or sexual violence misconduct should be aware that employees fall into three categories: (1) “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s); (2) “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator; and (3) all other employees, who are strongly encouraged but not required to report the incident(s).

1. “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s);

2. “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator.

2. all other employees, who are strongly encouraged but not required to report the incident(s).

a. Confidential Employees

1. For Students. Students at CUNY who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following:
   1. Counselor or other staff member at their college counseling center;
   2. Nurse, nurse practitioner or other staff member in the college health office; staff member;
   3. Pastoral counselor (i.e., counselor who is also a religious leader) if one is available at their college; or
   4. Staff member in a women’s or men’s center, if one exists at their college.

The above individuals will not report any information about an incident to the college’s Title IX Coordinator or other college employees without the student’s permission. The only exception is in the case where there is an imminent threat of serious harm to the complainant or any other person.

A student who speaks solely to a “confidential” employee is advised that, if the student wants to maintain confidentiality, the college may rarely be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident investigated.
5. **For Employees.** Although there is no one CUNY does not directly employ individuals to whom CUNY employees can speak on a confidential basis regarding sexual harassment, gender-based harassment or sexual violence misconduct, free confidential support services are available through CUNY’s Work/Life Program, which is administered by an outside company. (Link). Confidential community counseling resources are also available throughout New York City. (Link)

   **b. “Responsible” Employees – Private, but not confidential.**

   “Responsible” employees have a duty to report incidents of sexual harassment, gender-based harassment or sexual violence misconduct, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant’s confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under the circumstances described in Section V (C) VII above. However, these employees will maintain a complainant’s privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator, the “responsible” employee’s supervisor, and other people responsible for handling the college’s response to the report.

   BeforeTo the extent possible, before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources identified above.

   CUNY has designated the following individuals as “responsible” employees: Complainants who wish to report sexual violence are encouraged to speak with one of the responsible employees marked *

   i. Title IX Coordinator and her/his staff
   ii. * Office of Public Safety employees (all)
   iii. * Vice President for Student Affairs and/or Dean of Students and all staff housed in those offices
   iv. * Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all) (for students and housing visitors)

   1. * Human Resources staff (all) (for employees)
   2. v. College President, Vice Presidents and Deans
   3. vi. Athletics Staff (all)
   4. Faculty Athletics Representatives
   5. vii. Department Chairpersons/Executive Officers
   viii. Human Resources staff (all)
   6. ix. University Office of the General Counsel employees (all)
   7. x. College/unit attorney and her/his staff
   8. xi. College/unit labor designee and her/his staff
9. **International Education Liaisons/Study Abroad Campus Directors and Field Directors**

10. xii. Faculty and staff members at times when they are leading or supervising student on off-campus trips

11. xiii. Faculty or staff advisors to student groups

12. xiv. Employees who are Managers or Supervisors (all)

13. xv. SEEK/College Discovery staff (all)

14. xvi. College Childcare Center staff (all)

15. xvii. Directors of “Equal Educational Opportunity Centers” affiliated with CUNY colleges

16. **Faculty or staff academic advisors**

c. **All Other Employees**

Employees other than those identified in subsections “A” and “B” above are permitted strongly encouraged but not required to report any possible sexual harassment, gender-based harassment or sexual violence; however, they are strongly encouraged by CUNY to make such a report misconduct to the Title IX Coordinator. They are also strongly encouraged to maintain individual privacy to the greatest extent possible by sharing information, including the identities of the complainant and the respondent, only with the Title IX coordinator.

It is important to emphasize that faculty members other than those specifically identified in subsection “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are strongly encouraged to do so. An individual who wishes to ensure that the Title IX Coordinator is notified of an incident is strongly encouraged to speak with the Title IX Coordinator or one of the other individuals identified in Section IX, above.

**VII. Interim and Supportive Measures**

1. **Special Rules Concerning Public Awareness and Advocacy Events**

CUNY supports public awareness events that help provide its community with information about sexual misconduct and how it can be addressed and prevented. In order to preserve the ability to participate freely in public awareness and advocacy events, if an individual discloses information about sexual misconduct at such event (for example, Take Back the Night gatherings, candlelight vigils, or protests) the college will not treat the disclosure as triggering an obligation to commence an investigation based on that information. Such individuals are encouraged to report sexual misconduct to college officials so that the college can provide resources and assistance.

6. **NO CONTACT ORDERS AND OTHER INTERIM AND SUPPORTIVE MEASURES**

The college will take immediate steps to protect the complainant and other affected parties, as well as the college community at large, following an allegation of sexual harassment, gender-based harassment or sexual violence. In general, when taking such interim and supportive measures, the college will seek to minimize the burden on the complainant. The complainant and the respondent shall each be afforded, upon request, a prompt review of the need for and terms of any interim or
supportive measure that directly affects him or her and shall be permitted to submit evidence in support of his/her request. The request for such a review shall be made to the college’s Chief Student Affairs Officer, if either the complainant or the respondent is a student or to college’s Director of Human Resources if both the complainant and the respondent are employees. If a request is made in a case involving both a student and an employee, the Chief Student Affairs Officer shall consult with the Director of Human Resources. When a college becomes aware of an allegation of sexual misconduct and the complainant or other affected parties request interim or supportive measures, the college will take appropriate interim and supportive measures to protect the complainant and other affected parties, to assist the parties, and to protect against retaliation. Appropriate interim and supportive measures may also be available to respondents. The college may also take interim measures to protect the college community at large.

The college’s Title IX Coordinator is responsible for coordinating interim and supportive measures, which are available even if the complainant chooses not to file or continue to pursue a complaint. Requests for interim and supportive measures should be made to the Title IX Coordinator.

The Title IX Coordinator will work with the Chief Student Affairs Officer to identify a trained staff member to assist students to obtain interim and supporting measures. The Title IX Coordinator will work with the Human Resources Director to assist employee complainants to obtain interim and supporting measures.

1. **No Contact Orders**

   When respondent is a student, the complainant has the right to a college-issued "no contact order" under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.

2. **A. Types of Interim and Supportive Measures**

   Possible interim and supportive measures may include, among other things:

   1. Making necessary changes to academic programs, including changes in class schedule, making accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting the complainant or respondent to attend a class via skype or other alternative means where appropriate, providing an academic tutor, or extending deadlines for assignments;
   2. Making necessary changes to residential housing situations or providing assistance in finding alternate housing;
   3. Changing an employee’s work assignment or schedule;
   4. Providing the complainant with an escort to and from class or campus work location;
   5. Arranging appropriate transportation services to ensure safety;
   vi. Prohibiting contact between the complainant and the respondent ("no contact" orders);
1. vii. Offering counseling services to the complainant, to the respondent, and, where appropriate, to witnesses, through the college Counseling Center or other appropriate college office, or a referral to an off-campus agency;
2. viii. Providing assistance in obtaining medical and other services, including access to rape crisis centers;
3. ix. Providing assistance with filing a criminal complaint and/or seeking an order of protection;
4. x. Enforcing an order of protection;
5. Obtaining a copy and/or explaining the terms of an order of protection and the consequences of violating it;
6. Addressing situations in which it appears that a complainant’s academic progress is affected by the alleged incident;
7. In exceptional circumstances, seeking where a respondent is determined to present a continuing threat to the health and safety of the community, the college may seek an emergency interim suspension of a student or take similar emergency measures against an employee under consistent with applicable CUNY Bylaws, rules, policies and collective bargaining agreements. The Office of Public Safety will, in cooperation with the Title IX Coordinator and appropriate other campus officials, determine whether a respondent presents a continuing threat to the health and safety of the campus, including (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation in unlawful conduct by the accused; and (c) any increased risk that the accused will commit additional acts of violence.

6. Interim Emergency Student Suspensions

The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing for not more than twelve (12) calendar days, unless the student requests an adjournment. See Section B above.

Prior to the commencement of a temporary suspension of a student, the college shall give the student respondent oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges. If the respondent denies them, the college shall forthwith give the respondent an informal oral explanation of the evidence supporting the charges and the student may present informally her/his explanation or theory of the matter.

Both complainant and the respondent will be notified of the suspension and if or when it the suspension is lifted at the same time and in the same manner.

7. B. Process for Review of Interim Measures, including “No Contact” Orders and Interim Suspensions.

The Upon request, the complainant and the respondent shall each be afforded, upon request, a prompt review of the need for and terms of restrictive interim measures, including “no contact” order (including orders and interim suspensions. Issues that may be raised include possible modification or discontinuance of the “no contact” order. Complainants and respondents shall be allowed to submit evidence to support their request. The request for such
a review shall be made to the college’s Chief Student Affairs Officer, if either the complainant or the respondent is a student, or to the college’s Director of Human Resources Director, if both neither the complainant and the respondent are employees. If possible, the college shall nor the respondent are students. If a request is made in a case involving both a student and an employee, the Chief Student Affairs Officer shall consult with the Human Resources Director. The Chief Student Affairs Officer or Human Resources Director may consult with the Title IX Coordinator and other relevant officials regarding the request. If appropriate and possible, the college may establish an appropriate schedule for the complainant and the respondent to access college facilities when they are not being used by the other party to enable both parties to use college facilities to the maximum extent feasible, without violation of the “no contact” order.

VIII. Investigating Complaints of Sexual Harassment, Gender-Based Harassment or Sexual Violence

Requests for accommodations that were made under CUNY’s Procedures for Implementing Reasonable Accommodations and Academic Adjustments and do not directly affect the other party are governed by the appeals provisions set forth in those Procedures. Link.

8. INVESTIGATING COMPLAINTS OF SEXUAL MISCONDUCT

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual harassment, gender-based harassment or sexual violence misconduct may have been committed against a student, employee or visitor, unless the information provided is insufficient to permit an investigation or the complainant has requested that the college refrain from such an investigation and the college has determined that it may do so—refraining from an investigation will not result in a continuing threat to the college community. See Section VIII, above.

1. Rights of the Complainant and Respondent.

Whenever an investigation takes place, the complainant and respondent shall have these rights:

1. to an investigation and process that is fair, impartial, timely and thorough and provides a meaningful opportunity to be heard;

2. to have the complaint investigated and/or adjudicated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, and the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until any finding of responsibility;

3. to have the college’s judicial or conduct process run concurrently with any criminal justice investigation and proceeding, except for temporary delays requested by external municipal entities while law enforcement gathers evidence;

4. to receive reasonable advance written or electronic notice of any meeting they are required to or eligible to attend, of the specific rule or law alleged to have been violated and in what manner:
5. to exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from admittance in the stage that determines responsibility. (Past findings of sexual misconduct may be admissible in the stage that determines sanction.)

6. to offer evidence during the investigation;

7. to review documents and tangible evidence, consistent with FERPA and other law;

8. to be accompanied by an attorney or other advisor of their choice, who may assist and advise the complainant or respondent throughout the process including during all related meetings and hearings. Such attorneys or advisors must comply with the CUNY policies and procedures; and

9. to simultaneous notice of the outcome of proceedings.

2. The Investigation

The college Title IX Coordinator is responsible for conducting any investigation in a prompt, thorough, and impartial manner and may designate another appropriately trained administrator to conduct all or part of the investigation. Whenever an investigation is conducted, the Title IX Coordinator shall

1. coordinate investigative efforts with other appropriate offices;

2. inform the complainant that an investigation is being commenced and that the respondent will receive a written summary of the allegations;

3. The college Title IX Coordinator is responsible for conducting the investigation in a prompt, thorough, and impartial manner. The college Title IX Coordinator shall inform the respondent that an investigation is being commenced and shall provide the respondent with a written summary of the allegations of the complaint. The Title IX Coordinator shall coordinate investigative efforts with other college offices, and may designate another trained individual to conduct all or part of the investigation. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview of that employee conducted as part of such investigation;

4. interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence. Both the complainant and respondent shall be informed that they have the right to provide relevant documents and to propose for interview witnesses whom they reasonably believe can provide relevant information.

Neither the complainant nor the respondent is restricted from discussing and sharing information related to the complaint with others who may support or assist them. This does not, however, permit unreasonable sharing of private information in a manner intended to harm or embarrass another, or in a manner that would recklessly do so regardless of intention. Such unreasonable sharing may constitute retaliation under this Policy.
The college Title IX Coordinator shall take prompt and effective steps reasonably calculated to end any sexual harassment, gender-based harassment or sexual violence, including: (i) taking interim measures; (ii) preventing retaliation; (iii) providing the complainant and the respondent with periodic status updates of the investigation and notice of outcome of the investigation; (iv) informing the complainant of her/his right to file a criminal complaint; (v) coordinating with law enforcement agencies, as appropriate, after consultation with Public Safety; (vi) maintaining all documents of the investigation; and (vii) drafting a report of findings, which is to be submitted to the College President in accordance with the CUNY Records Retention and Disposition Policy. 

http://policy.cuny.edu/records_retention_schedule/pdf/#Navigation_Location

The college shall make reasonable efforts to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible. However, the college may need to temporarily delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. Temporary delays will generally not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some complaints may require more extensive investigation, when possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

1. **Role of the Advisor**

In cases involving this Policy, both the complainant and respondent may be accompanied by an advisor of their choice (including an attorney) who may advise throughout the entire process, including all meetings and hearings. While advisors may represent a party and fully participate at a hearing, they may not speak during the meetings that proceed the hearing nor give testimony as a witness at the hearing.

3. **B. Conflicts**

If a complainant or respondent believes that any individual involved in the investigatory or adjudication process has a conflict of interest, he or she may make a request to the Chief Student Affairs Officer (or, if no students are involved, to the Legal or Labor Designee) to have that conflicted individual removed from the process. The request for removal must be in writing within five days of the complaint or respondent’s notification that the individual is to be involved and include a detailed description of the conflict. If the Chief Student Affairs Officer (or Legal or Labor Designee) determines that a conflict does exist, he or she will take immediate steps to address the conflict in order to ensure an impartial and fair process.

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person’s duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.
C. Mediation

While mediation is not permitted in cases where sexual violence is alleged, it may be appropriate where sexual harassment or gender-based harassment allegations have been made by a student or employee but there is no allegation of sexual violence. Mediation is a process whereby the parties can participate in a search for fair and workable solutions. Mediation requires the consent of both the complainant and the respondent, but does not require the complainant and respondent to meet face-to-face. Either party, however, has the right to end the mediation at any time and proceed with the investigation process. A respondent who is covered by a collective bargaining agreement may consult with and have a union representative present at any mediation session. Unless the mediation results in a timely resolution agreed to in writing by the complainant, the respondent and the college, the college shall end the mediation and resume the investigation.

d. Timing Informal Resolution

The college shall make every reasonable effort to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible. However, the college may need to temporarily delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. Temporary delays may not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some complaints may require extensive investigation, whenever possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

Except in instances involving sexual assault, the Title IX Coordinator, in their discretion, may offer the respondent and the complainant the opportunity to participate in the informal resolution process. Informal resolution may take place after the Title IX Coordinator has completed the investigation, but before the Title IX report has been completed, in an effort to resolve the matter by mutual agreement. The informal resolution process shall be conducted by the Title IX Coordinator, or by a qualified staff or faculty member designated by Title IX Coordinator, in coordination with the Chief Student Affairs Officer.

Both the complainant and the respondent have the right to end the informal resolution process at any time. Any informal resolution must be acceptable to the complainant, the respondent, and the Title IX Coordinator. Even if both the respondent and complainant agree to a resolution, the Title IX Coordinator must also agree with the resolution for it to be final.

If a resolution is reached, the complainant and the respondent shall be notified in writing, and the Title IX Coordinator will confer with the Chief Student Affairs Officer when creating a written memorandum memorializing the agreed upon resolution and consequences for non-compliance. This memorandum will be included in the respondent’s student record.
If no agreement is reached within a reasonable time, the Title IX Coordinator shall complete the Title IX report and take action in accordance with subsection E below. Information learned during and directly from the informal resolution process will not be documented in the Title IX report.

e. **Report of Findings**

  **Action Following the Investigation or Closure of a Complaint.**

1. Following **within 30 days following** the completion of the investigation, the Title IX Coordinator shall report her/his findings to the College President in writing ("Report of Findings"). Following such report, the College President shall review the complaint investigation report and authorize such action as she/he deems necessary to address the issues raised by the findings. In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.

2. In making findings regarding the allegations, the Title IX Coordinator shall use the "preponderance of the evidence" standard.

3. Following receipt of the Report of Findings, the College President shall, when warranted by the facts, authorize such action as she/he deems necessary to address the issues raised in the Report of Findings, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent, as set forth in Section XII below.

4. **Within 30 calendar days following the termination of an investigation that has not been completed (for example, because it was resolved by mediation or the complainant withdrew cooperation) the Title IX Coordinator will summarize for the file the actions taken in response to the complaint and the basis on which the investigation was closed.**

4. **Malicious Allegations**

Members of the CUNY community who make false and malicious complaints of violations of this policy of as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

9. **DISCIPLINARY PROCESS AND PROCEDURES**

1. **F. Disciplinary Action**

Following an investigation, if the College President **may recommend recommends** that disciplinary action be commenced against the respondent student or employee— for violations of this Policy, the following procedures shall apply:

i. **Discipline Against Students:**

1. In cases where a College President recommends discipline against a student for violations of this Policy, the matter shall be referred to the college’s Office of Student Affairs and action shall be taken in accordance with Section 11.A-C of this Policy, below. This Section provides for, among other things, a University-Wide
Faculty-Student Disciplinary Committee consisting of faculty members, students and in some cases staff members to hear and decide charges of violation of this Policy.

2. As described in Sections XI above, complainants have the same rights as respondents:

1. to receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;

2. to receive notice of the specific provisions alleged to have been violated and possible sanctions;

3. to present evidence and testimony at any hearing, where appropriate;

4. to be represented by an attorney or advisor of their choice;

5. to receive access to a full and fair record of any hearing;

6. to receive written notice of the decision of the faculty-student disciplinary committee, specifically whether the allegations were substantiated and what, if any, penalty was imposed;

7. to make an impact statement at the point when the decision maker is deliberating on appropriate sanctions;

8. To written notice of findings of fact, decisions and sanctions if any, as well as the rationale for the decision and any sanction;

9. to choose whether to or discuss the outcome of a conduct or judicial process;

10. to appeal to a decision maker that is fair and impartial and does not include individuals with conflicts of interest;

11. to have all information obtained during the conduct process protected from public release until a decision maker on appeal makes a final determination, unless otherwise required by law.

1. In cases where a student is charged with a violation of this policy, including retaliation, the matter shall be referred to the college’s Office of Student Affairs and action shall be taken in accordance with Article XV of the CUNY Bylaws (link), which contains the student disciplinary process at CUNY. Under the student disciplinary process, complainants have the same right as respondents to receive notice of the charges, to attend and participate fully in a disciplinary hearing, to be represented by an attorney or advisor of their choice, to receive notice of the decision of the faculty-student disciplinary committee, and to appeal. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University. Students accused of crimes of violence are also subject to the university’s policy on transcript notations which is discussed in this Section below.
ii. Discipline Against Employees

In cases where the college President recommends discipline against an employee is charged with a violation of this policy, including retaliation, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include, depending on the employee’s title, reprimand, suspension, demotion, fine, or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by the particular collective bargaining agreements.

For additional information on the disciplinary process in specific cases, complainants should consult their campus Title IX Coordinator, who will work with campus Human Resources Director to provide information. Respondents should consult their union representative, if any, or campus Human Resources Director.

iii. Action Against Visitors

In cases where the person accused of sexual harassment, gender-based harassment or sexual violence is not a CUNY student nor a CUNY employee, the college’s ability to take action against the accused is usually extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor’s access to campus. In addition, subject to Section VI, above, the matter may be referred to local law enforcement for legal action, including seeking Orders of Protection and/or reporting to local law enforcement, where appropriate. College Public Safety will assist both students and employees in enforcing Orders of Protection on the campus.

iv. No Disciplinary Action

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and the respondent of that decision contemporaneously, in writing, and shall offer counseling or other appropriate support services, including counseling, to both the complainant and the respondent.

2. Student Disciplinary Procedures

Referral of Violation for Disciplinary Action

If the President decides that discipline is warranted, the President will refer the matter to the Chief Student Affairs Officer for further action. The chief student affairs officer may rely on the investigation and determination of the Title IX Coordinator and prefer disciplinary charges.

In instances where a respondent is alleged to have violated this Policy as well as other CUNY policies, rules or bylaws, the entire matter will be heard before the University-Wide Faculty Student Disciplinary Committee and will follow the rules and procedures outlined in Section XI of this Policy.
In the event that a respondent withdraws from the college before a decision is rendered on the charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made, or the charges are otherwise resolved.

Immediately following such withdrawal, the college shall place a notation on the respondent’s transcript that the respondent “withdrew with conduct charges pending.” If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation.

**Issuance of Charges & Notice of Hearing**

Notice of the charge(s) and of the time and place of the hearing shall be sent to the respondent by both first-class mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent that charges relate to the complainant. The Chief Student Affairs Officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant.

The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the University-wide Student Disciplinary Committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed without the respondent present, and any decision and sanction shall be binding.

**Content of Notice of Charges and Hearing**

The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the respondent including the policy, rule and/or bylaw the respondent is charged with violating, and the possible penalties for such violation.

2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:
   1. to present their side of the story;
   2. to present witnesses and evidence on their behalf;
   3. to cross-examine witnesses presenting evidence, the exception being that the complainant and respondent may not cross-examine each other as discussed below;
   4. for the respondent to remain silent without assumption of guilt; and
   5. to be represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
6. A warning that anything the respondent says may be used against the respondent at a non-college hearing.

Review of Evidence before Hearing:

At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by the Family Educational Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party, grant, adjournment of the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

Admission & Acceptance of Penalty

After the charges have been preferred by the chief student affairs officer, but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. If required by this Policy, the agreed-upon penalty shall be placed on the respondent’s transcript consistent with CUNY’s policy on Transcript Notations (see below). Before resolving a complaint in this manner, the chief student affairs officer or designee shall first consult with the complainant and provide the complainant with an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant’s objection, the chief student affairs officer or designee shall provide the complainant with a statement of the reasons supporting such resolution, and the complainant may appeal the resolution to the college President.

7. Faculty Student Disciplinary Committee Structure:

Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive training training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If
none of the chairpersons appointed from the campus can serve, the president, at her/his discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. Members of the panel shall be trained on an annual basis in compliance with the law and this Policy. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO’s. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected.

G. Malicious Allegations
In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery.

Members of the CUNY community who make false and malicious complaints of sexual harassment, gender-based harassment or sexual violence, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action. Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

H. Relationship of CUNY’s Investigation to the Action of Outside Law Enforcement
Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Roles and Responsibilities of Individuals during the Hearing

1. Role and Responsibilities of Panel Chairperson:
The chairperson shall preside at the hearing. The parties to the hearing are the college, the respondent, and if the complainant chooses to participate, the complainant. At the commencement of the hearing, the chairperson shall inform the respondent of the charges, the hearing procedures, and her or his rights. After informing the respondent of the charges, the hearing procedures, and respondent’s rights, the chairperson shall ask the respondent to state whether he or she is responsible or not responsible for the conduct. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson shall rule on any motions regarding the admissibility of evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

The chairperson shall preside at all hearing sessions and meetings and make all rulings for the panel. The chairperson has discretion to limit the number of witnesses and the length of testimony for the presentations by any party and/or their representative. All hearings pursuant to this Policy shall be closed hearings. The chairperson shall not be a voting member of the panel but shall vote in the event of a tie. In the event that the chairperson cannot continue, the Vice Chancellor for Student Affairs, or his or her designee, shall appoint another chairperson from the University-wide committee. In the event that a seat on the panel becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student committee members by lot.

2. **Presenters:**

Each academic year, the chief student affairs officer at each College or designee shall identify one or more college employees to serve as presenters for the hearings. This list will be forwarded to the Offices of the Vice Chancellor for Student Affairs and General Counsel and Vice Chancellor for Legal Affairs prior to the first day of the academic year. The employee who serves as presenter during the hearing shall be from the same institution as the respondent.

3. **Recording of Proceeding**

The college shall make a recording of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. No other recording of the proceedings shall be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent’s advisor. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their advisors.

**Basic Hearing Rules:**

If, at the commencement of the hearing, the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the hearing panel and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its evidence. At the conclusion of the college's presentation, the respondent may
move to dismiss the charges. If the motion is denied by the committee, the complainant, if the complainant chooses to participate, shall be given an opportunity to make a presentation. After the college’s, and, if complainant chooses to participate, complainant’s presentation, the Respondent shall be given an opportunity to make a presentation.

The college bears the burden of proving the charge(s) by a preponderance of the evidence. The role of the hearing panel is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and make a decision as to responsibility. In the event the respondent is found responsible for the conduct, the committee shall then determine the penalty to be imposed.

The college, the respondent and the complainant are permitted to have advisors act on their behalf during the pendency of a hearing, which shall include the calling and examining of witnesses, and presenting evidence. Any party intending to appear with an attorney shall give the other party five (5) calendar days' notice of such representation.

Neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they choose to, the respondent and the complainant shall cross-examine each other only through an advisor. If either or both of them do not have an advisor, the college shall assist them to find an advisor to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness, in the chairperson’s discretion.

Responsibility Phase

The following rules apply to the introduction of evidence at the hearing: Evidence of the mental health diagnosis and/or treatment of a complainant, respondent, or witness may not be introduced; and b) Evidence of either party’s prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

Penalty Phase

If the panel has found the Respondent responsible for the conduct, then the complainant, respondent, and college, will have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be. The complainant, respondent and college will also have the opportunity to introduce evidence of and comment on the respondent’s character, including any past findings of a respondent’s responsibility for domestic violence, stalking, or sexual assault or any other sexual misconduct, and submit a statement regarding the impact of the conduct.

The College may also introduce a copy of the respondent’s previous disciplinary records, if any, from any CUNY institution the respondent has attended, provided the respondent was shown a copy of the records prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the panel in a sealed envelope, bearing the respondent’s signature across the seal, and shall only be opened if the
respondent has been found responsible for the conduct charged. The hearing panel, to determine an appropriate penalty, shall use the disciplinary records, as well as any documents or character evidence introduced by the respondent, the complainant, or the college.

If either the complainant or the respondent chose not to participate in the hearing, they still have the opportunity to introduce evidence and make arguments related to what the appropriate penalty should be and to provide or make an impact statement.

8. **Decision**

The panel shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing, including the penalty phase. The college shall send to the respondent a copy of the panel’s decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the college has fourteen (14) calendar days of the conclusion of the hearing to send the panel’s decision. The college is also encouraged to send the decision to any other e-mail address that it may have for the respondent. The decision shall be final subject to any appeal.

In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy. Involving a crime of violence or a non-forcible sex offense, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

1. **Filing External Complaints**

Complainants have the right at any time to file complaints with the Office for Civil Rights ("OCR") of the U.S. Department of Education, alleging violations of Title IX, and to file complaints with other appropriate agencies alleging violations of other federal, state or local laws. Contact information for OCR and other relevant agencies is set forth on the CUNY Title IX web page. [link]

**IX. College Obligations Under This Policy**

When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

9. **Appeals/Review**
A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee.

If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party’s appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party’s appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

10. Transcript Notation(s)

In cases in which the panel finds the respondent responsible and the penalty is either suspension or expulsion, the college shall place a notation on the respondent’s transcript stating that respondent was suspended or expelled after a finding of responsibility for a code of conduct violation. In cases where a student has been expelled as a result of a Clery Act crime of violence, the notation will not be removed.

For all other cases, after four years from the date of the conclusion of the disciplinary proceeding, or one year after the conclusion of any suspension, whichever is later, the Respondent has the right to request that a transcript notation from a finding of responsibility be removed. If a finding of responsibility for any violation is vacated for any reason, the notation shall be removed.

10. COLLEGE OBLIGATIONS UNDER THIS POLICY

In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:
1. **A. Dissemination of Policies, Procedures and Notices**

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY’s Notice of Non-Discrimination; (iii) the Title IX Coordinator’s name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website and including it in any student or faculty handbooks and in residence life materials and training and educational materials. In addition, the Students’ Bill of Rights, which is appended to and made a part of this policy, must be distributed to any individual reporting an incident of sexual misconduct at the time the report is made. It must also be distributed annually to all students, made available on the college’s website and posted in college campus centers and in CUNY owned and operated housing.

2. **B. Training and Educational Programming**

*CUNY is responsible for providing training to college Title IX Coordinators and others who may serve as investigators.* The college Title IX Coordinator, in coordination with other applicable offices, including Public Safety, Human Resources and Student Affairs, is responsible for ensuring that the college provides training to college employees on their obligations under this policy; provides education on this policy and on sexual misconduct (including domestic violence, dating violence, stalking and sexual assault) to new and continuing students; and promotes awareness and prevention of sexual harassment, gender-based harassment and sexual violence misconduct among all students and employees. Specific required trainings include the following:

1. **Training For Responsible and Confidential Employees**

The college shall provide training to all employees who are required to report incidents of sexual harassment, gender-based harassment or sexual violence misconduct under this policy, as well as those employees who have been designated as confidential employees.

1. **Training For Title IX Coordinator and other investigators**

*CUNY shall provide at least annual training to Title IX Coordinators and other investigators in conducting investigations of sexual misconduct, including*

1. the effects of trauma;
2. impartiality;
3. the rights of the respondent, include the right to a presumption that the respondent is "not responsible" until any finding of responsibility is made;
4. relevant CUNY policies and procedures; and
5. other issues including what constitutes crimes of sexual misconduct.

1. **ii. Student Onboarding and Ongoing Education**

40
Each college shall adopt a comprehensive student onboarding and ongoing education campaign to educate students about sexual misconduct, including domestic violence, dating violence, stalking, and sexual assault. During the student onboarding process, all new first-year and transfer students shall receive training on this policy and on a variety of topics relating to sexual misconduct. In addition, each college shall offer and administer appropriate educational programming to residence hall students, athletes, and student leaders. Each college shall also provide such educational programming to any other student groups which the college determines could benefit from education in the area of sexual harassment, gender-based harassment and sexual violence. The college shall also share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students. This may be done by linking to http://www1.cuny.edu/sites/title-ix/information-for-parents-and-families/campus/university/.

2. C. Campus Climate Assessments

Each college of the University shall conduct, no less than every other year, a climate assessment using an assessment instrument provided by the University central office, to ascertain its students’ general awareness and knowledge of the University’s policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument shall include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law. The University shall publish the results of the surveys on its Title IX web page. The published results shall not contain any information which would enable a reader to identify any individual who responded to the climate assessment.

X. Rules Regarding Intimate Relationships

3. A. Relationships between Faculty or Employees and Students

Amorous, dating or sexual activity or relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students, for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this section, professional responsibility for a student means responsibility over any academic matters, including teaching, counseling, grading, advising for a formal project.
such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

4. **B. Relationships between Supervisors and Employees**

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

XII. **Definitions of Terms in this Policy**

A. **Affirmative Consent** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older). Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

When consent is withdrawn or can longer be given, sexual activity must stop.

B. **Complainant** refers to the individual who alleges that she/he has been the subject of sexual harassment, gender-based harassment or sexual violence, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor.
Under this policy, the alleged incident(s) may have been brought to the college’s attention by someone other than the complainant.

C. **Complaint** is an allegation of sexual harassment, gender-based harassment or sexual violence made under this policy.

D. **Dating, Domestic and Intimate Partner Violence** is a pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same sex partners, and people who were formerly in a relationship with the person abusing them.

E. **Forcible Touching/Fondling** is intentionally touching the sexual or other intimate parts of another person without the latter’s consent for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor’s sexual desire.

F. **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

G. **Managers** are employees who have the authority to either (a) make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

H. **Rape and Attempted Rape** is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.

I. **Respondent** refers to the individual who is alleged to have committed sexual harassment, gender-based harassment or sexual violence against a CUNY student, employee, or visitor.

J. **Retaliation** is adverse treatment of an individual as a result of that individual’s reporting sexual harassment, gender-based harassment or sexual violence, assisting someone with a report of sexual harassment, gender-based harassment or sexual violence, or participating in any manner in an investigation or resolution of a sexual
harassment, gender-based harassment or sexual violence report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

K. **Sexual Activity** is

- penetration, intercourse, of the vulva or the anus by the penis, or
  - fingering or other act:

- contact between the mouth and the penis, the mouth and the vulva, or
  - the mouth and the anus:

- intentional touching, either directly or through the clitoris, of the genitalia, anus, groin, breasts, inner thigh, or buttocks of another person; or

- intentional touching, either directly or through the clitoris, of another person's body part, with or without force, humiliation, harassment, degradation or humiliation of the sexual desire of another person.

L. **Sexual Assault** is any form of sexual activity that occurs without consent.

M. **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or

2. such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual’s educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:
i. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual’s body;

ii. Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;

iii. Visual displays or distribution of sexually explicit drawings, pictures, or written materials;

iv. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

For purposes of this policy, sexual harassment also includes acts that violate an individual’s right to privacy in connection with her/his body and/or sexual activity such as:

i. Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;

ii. Disseminating images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;

iii. Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent.

N. Sexual Misconduct is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.

O. Sexual Violence is an umbrella term that includes: (1) sexual activity without affirmative consent, such as sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below.

P. Stalking is intentionally engaging in a course of conduct directed at a specific person with whom the perpetrator currently has, previously has had, or desires to have, some form of sexual or romantic relationship, that:

1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or

2. causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted; or
3. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Q. **Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.
The City University of New York
Students’ Bill of Rights

For CUNY students who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

- To report the incident to your campus.
- To report the incident to the University or campus public safety department and/or to file a criminal complaint with the NYPD, or to choose not to report.
- To receive assistance from your campus or others in filing a criminal complaint, which may include seeking an Order of Protection.
- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
- To request that the campus file conduct charges against the respondent(s). The decision on whether to bring charges rests with the campus.
- To be protected by your campus from retaliation for reporting the incident, and to have any allegations of retaliation addressed by the campus.
- To receive assistance and resources from your campus, including confidential and free on-campus counseling, and to be notified of other available services on and off-campus, including, among other resources, the New York State Office of Victim Services.
- To receive assistance in seeking necessary medical services or treatment, including a Sexual Assault Forensic Examination (SAFE exam), on or off campus.
- To obtain, where appropriate, changes with respect to campus academic and living arrangements, no-contact orders, and other interim remedial measures to enable you to continue your education without undue stress or trauma.
- To have your complaints handled respectfully by the campus, and to be informed about how the campus will protect your privacy and confidentiality.
- To have your complaint investigated in a prompt, impartial and thorough manner by individuals who have received appropriate training in conducting investigations and the issues related to sexual harassment and sexual violence, and to be accompanied by a person of your choice at all meetings or hearings related to the process.
- To have your complaint against a student adjudicated by individuals who have received appropriate training on issues related to sexual harassment and sexual violence.
- To report incidents of sexual harassment or sexual violence that you experience while under the influence of alcohol or drugs without receiving discipline for your alcohol or drug use.
- To have the same opportunity as the respondent(s) to participate in a student disciplinary hearing before a faculty-student disciplinary committee, including the right to be present, to be assisted by a person of your choice, including an attorney, to present evidence, call witnesses, cross-examine witnesses, have your prior sexual history with persons other than the respondent(s) excluded from the hearing, have your prior mental health diagnosis and/or
treatment excluded from the hearing, receive written notice of the outcome of the hearing, and to appeal from the decision.

domestic, dating or, intimate partner violence, stalking or voyeurism

All students have the right to
1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Το παρτικυπατε ιν τηε ινϖεστιγατιϖε ανδ δισχιπλιναρψ προχεσσεσ οφ τηε χαµπ ωιτηουτ ιντερφερενχε ωιτη ψουρΕξερχισε χιϖιλ ριγητσ ορανδ πραχτιχε οφ ρε λιγιον ωιτηουτ ιντερφερενχε βψ τηε ινϖεστιγατιϖε, χριµιναλ φυστιχε, ορ φυδιγι αλ ορ χονδυχτ προχεσσ οφ τηε ινστιτυτιον.

This Student Bill of Rights was established by the "Enough is Enough" Law, New York State Education Law Article 129-B, effective October 7, 2015.

For more information about preventing and addressing Sexual Violence at CUNY see http://www1.cuny.edu/sites/title-ix/campus-websites.

Information about filing a report, seeking a response, and options for confidential disclosure is available also available CUNY’s Title IX web page. Link.
Questions about CUNY’s sexual misconduct policy and procedures may be directed to your campus Title IX Coordinator [name and contact information here].

Information on resources and the process for filing a complaint is available on CUNY’s Title IX web page [link].

Policy adopted by the Board of Trustees on 12/1/2014 Cal. 4.C., with effective date of 1/1/2015. Amended by the Board of Trustees on 10/1/2015, Cal. 6.B.
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City University of New York

Executive Summary of Changes to the Domestic Travel Guidelines

These revisions to the CUNY Domestic Travel Guidelines (January 12, 2012) were undertaken with guidance from representatives of the Office of Student Affairs, Office of Environmental, Health, Safety and Risk Management and the Office of the General Counsel.

1. Structure
   a. Much of the content of the previous Domestic Travel Guidelines carried over, but inconsistencies and redundancies were eliminated. The guidelines were fundamentally reorganized to allow easier navigation.
   b. Though it will initially be in PDF form like the previous Domestic Travel Guidelines, the goal is to create a more user-friendly, web-based document that can be easily navigated by faculty, staff, and students. In particular, having a more accessible and user-friendly document will allow the university to put more responsibility on students and faculty to understand and follow these guidelines.
   c. Forms, including waiver forms and checklists, will be provided through hyperlinks for ease of accessibility.

2. General additions, and clarifications
   a. These revisions introduce a new streamlined purpose clause for the Domestic Travel Guidelines. It indicates that the purpose of these guidelines “is to communicate CUNY’s standards for domestic travel and provide guidance to CUNY students, faculty, and staff planning, supporting and undertaking travel organized under University auspices in which students participate, whether that travel is for academic, co- or extra-curricular purposes. These Guidelines were designed to help ensure that such travel is planned in a way to mitigate foreseeable health and safety risks.”

   b. These revisions define domestic travel and provide a guide as to the types of trips that are covered by Domestic Travel Guidelines, as well as those trips that are not. Experiential travel has been included in the definition of CUNY trips.
   c. These revisions require that all planned trip activities be described and that high-risk activities be specifically highlighted. High risk activities are defined as activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives or activities that offer potentially serious risks of severe injury, major property damage, and/or significant financial loss.
   d. These revisions require that trip sponsors and chaperones ensure that the chosen transportation option has adequate insurance coverage.
3 Chaperones
   a. These revisions outline that trips of 5 or more students must be accompanied by a chaperone, and that larger groups should have a ratio of 1 chaperone per 20 students.
   b. These revisions give chaperones greater discretion to handle student violations.
   c. These revisions incorporate provisions from the Policy on Sexual Misconduct:
      • Chaperones are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility;
      • Chaperones are required to complete training on sexual harassment and sexual violence awareness for employees within the 12 month period prior to each trip departure;
      • Chaperones are designated as responsible employees; and
      • Chaperones must report any allegations of sexual misconduct no later than 24 hours after notification of the incident.
   d. These revisions advise Chaperones to abstain from consuming alcoholic beverages during the duration of CUNY trips

4 Students
   a. These revisions, consistent with the Policy on Sexual Misconduct, require all students participating in overnight trips to receive training on sexual misconduct and alcohol use awareness prior to the trip departure.
   b. These revisions prohibit students from bringing alcohol on the trip and on to the trip location.

As a policy document that must respond to emerging developments, the Domestic Travel Guidelines will continue to be amended as the need arises through collaboration between the Offices of Academic and Student Affairs; the Office of Environmental Health, Safety and Risk Management; and the Office of General Counsel. Campus stakeholders will be identified and consulted based on the issue.
FINAL DRAFT
CUNY Student Domestic
Trip and Travel Guidelines

Safety and Risk Management

April 20, 2018 Draft
TABLE OF CONTENTS:

I. PURPOSE ........................................................................................................................................ 1

II. DOMESTIC STUDENT TRIP AND TRAVEL DEFINED .......................................................... 1
   A. Trips Covered by These Guidelines ......................................................................................... 1
   B. Trips Not Covered by These Guidelines ............................................................................... 2

III. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A CUNY TRIP .. 3
   A. Faculty and Staff Roles ......................................................................................................... 3
   B. Planning and Preparation ..................................................................................................... 4
      1. Destination Research
      2. Eligibility Requirements
      3. Travel Approval Form
      4. High Risk Activities
      5. Off-campus activity participation and waiver
      6. Retention of forms
      7. Contracts related to CUNY trips
      8. Insurance
      9. Methods of Transportation

IV. TRAVEL REQUIREMENTS AND PROCEDURES FOR CUNY TRIPS ....................... 7
   A. Requirements and Responsibilities of Students on CUNY Trips ............................................. 7
      1. Orientation and Training
      2. Mandatory Training for Overnight Trips
      3. Behavioral Standards
      4. Student Organizations
   B. Requirements and Responsibilities of Administration, Faculty & Staff for CUNY Trips ....... 11
      1. Pre-trip communications
      2. Trip Sponsor Expectations
      3. Trip Chaperon Expectations

V. EMERGENCY PROCEDURES FOR TRIPS SPONSORS AND CHAPERONES ...... 13

FORMS

A. CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM ...................................... 14
   Approval (Signatures Required) ............................................................................................... 16

B. CUNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND EMERGENCY
   CONTACT FORM (DOMESTIC TRAVEL) ........................................................................... 17

Email Contacts:
Risk Management: riskmanagement@mail.cuny.edu
Legal: ogc@mail.cuny.edu
I. PURPOSE

These updated CUNY Student Domestic Trip and Travel Guidelines are issued by the Office of Student Affairs, Office of Environmental, Health, Safety and Risk Management and the Office of the General Counsel, pursuant to the Board of Trustees Policy on International and Domestic Travel Guidelines for Safety and Risk Management, adopted as Calendar Item 4.A., at the Board’s meeting on 28 November 2011.

The City University of New York (“University” or “CUNY”) encourages its students to participate in off-campus programs that provide valuable experiential learning as well as student engagement and community-building opportunities. The purpose of such travel should be consistent with the University’s mission, and must be planned so as to avoid undue interference with students’ academic responsibilities.

These CUNY Domestic Travel Guidelines (“Guidelines”) communicate CUNY’s standards for domestic travel and provide guidance to CUNY students, faculty, and staff planning, supporting and undertaking travel organized under University auspices in which students participate, whether that travel is for academic, co- or extra-curricular purposes. These Guidelines were designed to help ensure that such travel is planned in a way to mitigate foreseeable health and safety risks.

To help ensure that events or activities involving domestic student travel are consistent with the colleges’ and the University’s mission, and that student safety issues have been addressed, CUNY Domestic Trips must be approved by the Chief Academic Officer (“CAO”) or Chief Student Affairs Officer (“CSAO”) of the relevant college, in advance of travel and prior to the commitment of any University resources. To request approval, a faculty member, staff member or recognized student organization who is organizing an activity covered by these Guidelines must submit a completed Off-Campus Student Travel Approval Form to either (1) the CSAO, if for student organization travel or (2) the CAO, for academic-related (class-related) travel, faculty-led trips not associated with a particular course, or student organizations, and continuing education trips. A request for approval must be made no later than thirty days before the proposed trip; the CSAO or CAO may provide exemptions to the deadline at his/her discretion.

While these Guidelines cover many different areas, they may not provide clear guidance for every specific case. If the CSAO or CAO is uncertain which requirements apply to a trip or has concerns envisioning and planning the logistics of a trip or travel program, he/she should consult with the campus Office of Risk Management or EHS Office.

These Guidelines will be periodically updated; users should refer to the online version for the most current standards, located at: ADD

II. DOMESTIC STUDENT TRIP AND TRAVEL DEFINED

A. Trips Covered by These Guidelines:

These Guidelines cover all CUNY Trips by students currently enrolled in any University program, including graduate and undergraduate and continuing education.
1. A “CUNY Trip” is any trip involving domestic travel (defined below) by students that is (a) organized by a University or college unit, office, department, or division, or by a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator, or (b) funded, whole or in part, by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation.

2. “Domestic travel” means any activity or event not taking place on CUNY property but within the 50 states of the United States, including, but not limited to, trips to museums, field trips, athletic events, service activities, alternate spring break, and retreats and conferences. Many trips within New York City are not deemed domestic travel for purposes of these Guidelines; see II.B.2 below.

3. Examples of activities and events that may fall within the definition of a CUNY Trip include, but are not limited to:
   - athletic team travel
   - trips and activities of recognized student organizations and clubs
   - college association and foundation-funded travel
   - course-related field trips and experiential learning
   - faculty-organized trips not directly related to a particular course
   - group or individual research projects and activities
   - group or individual internships and volunteer experiences, including service learning trips
   - group or individual conference travel in which the student(s) officially represents the University and/or the travel is funded or sponsored by a recognized student group

B. Trips Not Covered by These Guidelines:

1. These Guidelines do not apply to domestic travel undertaken by students on trips that are neither (a) organized by CUNY, a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator, nor (b) funded by CUNY or a CUNY/college-related entity.

2. These Guidelines do not apply to day-trips (trips without an overnight stay) within the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Staten Island and Queens) that require only the use of public transportation, or private or publicly-accessible transportation alternatives for students with disabilities, for travel, and do not involve high-risk activities. Nevertheless, the CUNY Office of Student Affairs recommends as a best practice that students participating in these trips sign an Off-Campus Activity Participation, Waiver, and Emergency Contact Form prior to the trip. Activities outside of the United States, as well as trips to Puerto Rico and other U.S. territories and protectorates, are beyond the scope of these Guidelines and are covered by CUNY’s International Travel Guidelines.

3. The advertising or distribution of an opportunity, such as an internship or other opportunity
does not by itself constitute the sponsoring of a trip, making it a CUNY Trip.

4. Examples of activities and events not covered by these Guidelines include, but are not limited to:

- Internships and volunteer opportunities sponsored, organized and funded by non-CUNY entities
- Trips and activities organized independently by groups of, or individual students without CUNY involvement or funding

If you are uncertain if an event, activity or individual or group travel is covered by these Guidelines, please contact your campus Office of Risk Management or Office of Environmental Health and Safety.

*CUNY neither sanctions nor prohibits any non-CUNY Trips and CUNY does not assume any responsibility for them.*

III. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A CUNY TRIP

A. Required Faculty and Staff Roles:

1. **Trip Sponsor:** Each group CUNY Trip must have a Trip Sponsor, who has overall accountability for development and implementation of the CUNY Trip. The Trip Sponsor is the faculty or staff member responsible for reviewing the logistics of the trip, ensuring the collection of required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, designating a Trip Chaperone, and conducting follow up activities. The Trip Sponsor is also the primary campus contact person for the duration of the CUNY Trip. If the Trip Sponsor is also the Trip Chaperone, an alternate campus contact person must be designated for the duration of the trip.

2. **Trip Chaperone:** Each group CUNY Trip must have a Trip Chaperone. A group shall be comprised of five (5) students or more, however, the Trip Sponsor, CSAO or CAO may determine that a Trip Chaperone is necessary for a trip with less than five (5) students. The Trip Chaperone is the CUNY faculty or staff member, or other designated individual approved by the college, who accompanies the students on the trip. This individual should be able to lend to the experience of the travel for the student group. They will monitor the behavior of the participants to ensure that CUNY policies and procedures are not violated, and oversee the health and safety of students. The Trip Chaperone must have the contact information for all students, and must be available to participants via phone or in-person at all times for the duration of any trip, including travel. The Trip Chaperone, either with or without the consultation of the Trip Sponsor, can dismiss students from a CUNY Trip if they determine any CUNY policies, procedures, or behavioral expectations pertaining to the CUNY Trip have been violated; see Section IV.A.3. The Trip Chaperone will also contact local resources, such as the police or hospitals, if necessary. The name and phone
number for the Trip Chaperone must be included in the CUNY Off-Campus Student Travel Approval Form. In certain cases, a Trip Chaperone may not be a CUNY staff member, such as a CUNY Trip organized by, or affiliated with, an external organization. In these instances, the Trip Chaperone may be someone who is employed by that organization. Their contact information must be provided in the Off-Campus Student Travel Approval Form, and they must still adhere to CUNY’s requirements and expectations of a chaperone. Trip Chaperones employed by a non-CUNY entity must receive information on CUNY’s Sexual Misconduct Policy and must be directed to immediately report to the Trip Sponsor any incident of alleged sexual misconduct.

3. **Chaperone to Student Ratio:** While a Trip Chaperone is mandatory for groups of five (5) or more students, for larger groups, it is recommended that a minimum of at least one (1) chaperone be assigned for every twenty (20) students who are participating in a CUNY Trip. The Trip Sponsor and the college CAO or CSAO should consider the following when deciding on the ratio for each specific CUNY Trip: length of trip; type of planned activities; lodging arrangements; trip duration; duration of activities on each day; transportation arrangements; previous travel experience with the same or a similar group of students; number of students under the age of 18, previous travel experience to the same or a similar location, and/or activities. A Trip Chaperone may be required to accompany a student for medical reasons or other emergencies, accordingly, multiple chaperones for each CUNY Trip should be considered whenever possible. When multiple chaperones are assigned, it is good practice to assign chaperones who identify with different genders, if possible.

4. The CAO (for academic/class-related travel) or CSAO (for student organization travel) is responsible for approving all CUNY Trips and designated Trip Chaperones. They must ensure all documentation and requirements have been fulfilled, and that a Trip Chaperone has been assigned for each CUNY Trip that requires one.

**B. Requirements for Proper Trip Planning and Preparation**

The following are required for all CUNY Trips:

1. The **Trip Sponsor** must conduct thorough research about the destination to be visited, including reviewing applicable travel bans, local transportation, overnight accommodations (if applicable), and dining options; create a detailed itinerary; and clearly communicate plans and expectations with participants. The health and safety of all participants is always the first priority in every aspect of planning the trip.
   
a. The **Trip Sponsor**, with request or assistance from the Trip Chaperone, as appropriate, should give consideration to the lodging and overnight accommodations for the CUNY Trip, such as hotels and the residence halls/dormitories of universities. The accommodation must be safe and secure. CUNY recommends that all lodging be vetted through personal site visits by the **Trip Sponsor** or **Trip Chaperone**, if practical. If the **Trip Sponsor** or staff has not previously used or seen the accommodation, he/she should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (possibly including making inquiries regarding the experience of other colleges and universities) during the planning phase.
b. The **Trip Sponsor** with request or assistance from the Trip Chaperone, as appropriate should identify local resources for emergencies such as medical care or other local contacts prior to departure. Anticipate and plan for emergencies such as theft, illness, vehicle breakdowns, accidents, inclement weather, vandalism, missing persons, etc. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group needs to evacuate the area? What will you do if a member of the group is a victim of a crime or is injured? What will you do if a participant cannot be located?

2. The **Trip Sponsor** must identify eligibility requirements, core competencies, and/or skills required for a student to be qualified to participate on the CUNY Trip. The **Trip Sponsor** must candidly discuss with potential participants the abilities and inherent risks of the proposed activities. **Trip Sponsors** are required to scrutinize all proposed activities or events regarding the relevance of those activities to the trip’s purpose.

3. The **Trip Sponsor** must complete an **Off-Campus Student Travel Approval Form** for the trip. A CUNY Trip is not approved until the applicable Chief Academic Officer or Chief Student Affairs Officer signs the **Off-Campus Student Travel Approval Form**. The **Off-Campus Student Travel Approval Form** must include destination, location of accommodations, departure and anticipated return date and time, mode of transportation, local contact information, and the cell phone numbers of the **Trip Sponsor** and **Trip Chaperone**.

4. **Description of Activities.** The Off-Campus Student Travel Approval Form requires that all planned activities be described and that high-risk activities be specifically highlighted. High risk activities are activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives or activities that offer potentially serious risks of severe injury, major property damage, and/or significant financial loss. The hazards of some high risk activities may be minimized through planning and training regarding standard operating procedures.

   a. High risk activities include activities such as sky-diving, whitewater rafting and extreme sports, and also include activities such as events at which alcohol will served, activities taking place in isolated areas far from medical resources, and activities at which large crowds and/or protesters are expected.

   b. Activities might also be high risk because of environmental hazards. The Trip Sponsor, with request or assistance from the Trip Chaperone, as appropriate should identify any known potential hazards related to the trip such as excessive heat, insect-borne diseases, wild animals, hazardous plants or terrain in the vicinity, etc.

   c. If in doubt about whether a specific activity would qualify as “high-risk”, it should be outlined in the Trip Proposal, with details on its relevance to the trip’s purpose and safety provisions.

5. After the CUNY Trip is approved by the Chief Academic Officer or Chief Student Affairs Officer, but before the trip, the **Trip Sponsor** or **Trip Chaperone** collects a
signed **Off-Campus Activity Participation, Waiver, and Emergency Form** from each student who plans to participate.

a. Students under 18 participating in a CUNY Trip are required to have a parent or guardian sign the **Off-Campus Activity Participation, Waiver, and Emergency Forms** in the presence of a notary.

b. Students 18 and older participating in a CUNY Trip are not required to have a parent or guardian sign the **Off-Campus Activity Participation, Waiver and Emergency Forms**, nor are they required to have it notarized.

c. Students who fail to supply appropriately-signed and notarized (when necessary) Off-Campus Activity Participation, Waiver and Emergency Forms before the CUNY Trip will be denied participation in the CUNY Trip.

d. **No Friends or Family:** Except with the explicit prior written permission of the Chief Academic Officer or Chief Student Affairs Officer, friends and family of faculty, staff, and students are not eligible to participate in sponsored trips.

6. **Forms Retention:**

   a. The department or organization sponsoring the CUNY Trip must keep signed copies of the **Off-Campus Student Travel Approval Form** and the **Off-Campus Activity Participation, Waiver, and Emergency Form** on file for six (6) years after the CUNY Trip has ended, pursuant to **CUNY’s Records Retention Policy**

   b. **Health and medical information contained in the forms shall be kept confidential and shall be disclosed on a need to know basis as necessary for health and safety purposes.**

7. **Purchases and Contracts Related to CUNY Trips.** CUNY Trips may involve a variety of contracts, including with trip organizers, transportation and accommodation companies, and host institutions. CUNY’s procurement and contract signatory authority procedures and policies apply to all purchases and contracts related to CUNY Trips. Purchases and contracts using CUNY funds, whether tax levy or non-tax levy, or otherwise in the name of CUNY or a college, must be processed through the applicable college purchasing office. **No commitments related to a CUNY Trip shall be made until the Chief Academic Officer or Chief Student Affairs Officer has provided written approval for a given trip and the CUNY Office of General Counsel has reviewed and approved the contract.** No OGC-approved contract may be signed except by an official designated pursuant to CUNY policy to sign such a contract.

8. **Notice to Non-CUNY Entity.** For trips that are funded by CUNY, as defined above, but also involve a non-CUNY Entity, the Trip Sponsor is responsible for notifying the non-CUNY entity of CUNY’s obligations under Title IX and other federal and state laws and regulations and CUNY’s Sexual Misconduct Policy. The Trip Sponsor is responsible for advising the appropriate individual(s) at the non-CUNY entity to notify the Trip Sponsor immediately of any alleged incident of sexual misconduct or any other
incident in which a CUNY student is alleged to have experienced or engaged in any form of violent, threatening or harassing behavior.

9. Reporting to Public Safety and the Title IX Office. Trip Sponsors are “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, Trip Sponsors are required to report all incidents of alleged misconduct that could constitute a criminal offense, regardless of whether the incident involves CUNY students or personnel. Campus Public Safety will determine whether the incident is required to be reported on the college’s Annual Security Report pursuant to the Clery Act.

In addition, Trip Sponsors are also “Responsible Employees” under CUNY’s Policy on Sexual Misconduct. As such, they are obligated to report any instances of sexual misconduct to their home campus’ Title IX Coordinator, Director of Public Safety, or Chief Student Affairs Officer. Trip Sponsors may learn of an allegation of sexual misconduct directly from the complainant, or, through a third party. In either situation, the Trip Sponsor has an obligation to report.

10. Insurance. CUNY does not currently have a standard of medical insurance coverage for domestic student travel. All CUNY Trip participants are responsible for any medical costs they incur during and/or as a result of the trip. The Trip Sponsor is responsible for communicating this fact to the trip participants.

11. Methods of Transportation. When traveling, all Trip Sponsors and Trip Chaperones shall observe the following transportation guidelines:

   a. Utilize commercial transportation whenever possible (e.g., Amtrak, Greyhound, etc.).

   b. Consult the University’s Fleet Management Policy for appropriate requirements if college vehicles are being utilized. Only University or affiliated entity employees who meet the minimum requirements defined by the Fleet Management Policy are permitted to operate University-owned vehicles.

   c. Rented vehicles may be utilized for CUNY Trips only with the prior approval of the appropriate college official; only those employees that meet the minimum requirements under the Fleet Management Policy may drive rented vehicles.

   d. Work with the campus business office to ensure insurance coverage is adequate and insurance is appropriately identified for chosen transportation options.

   e. Trip Sponsors and/or Trip Chaperones may not drive students in personal vehicles on CUNY Trips unless no commercial transportation can be arranged, no University vehicle is available, or in case of emergency. Employees who use their personal vehicles for CUNY Trips must comply with all Fleet Management Policy requirements and maintain the minimum statutory automobile liability limits as required by the State in which the vehicle is registered. Certificates of
insurance verifying these minimum limits may be requested and must be provided upon request. Trip Sponsors or Trip Chaperones must remind all trip participants choosing to ride in a private automobile that they do so voluntarily and at their own risk. The University does not insure or accept liability for any damage, loss, or injury resulting from the use of or riding in a private vehicle.

IV. TRAVEL REQUIREMENTS AND PROCEDURES FOR CUNY TRIPS

A. Requirements and Responsibilities of Students on CUNY Trips:

1. Orientation and Training: If determined necessary by the Trip Sponsor, before departure, all participants must submit all required paperwork and participate in mandatory orientation events.

2. Mandatory Training for overnight CUNY Trips:

   a. Students participating in any overnight CUNY Trip must have completed training on sexual misconduct awareness and procedures for reporting allegations of sexual misconduct, as well as, alcohol use awareness training. Training must be verified to have been completed within twelve months prior to trip departure, or immediately upon arrival.

   b. Pre-Departure Training for Students on Sexual Misconduct: Training for students on CUNY Trips must include the following:

      • Process for reporting complaints of sexual misconduct;
      • Identification of employees who can keep information confidential;
      • Definition of affirmative consent under CUNY’s sexual misconduct policy;
      • Investigative process as it applies on campus and the CUNY Trip: investigation may not be completed until return to campus;
      • Importance of preserving evidence when possible;
      • Drug and alcohol use amnesty;
      • Options for continuing with CUNY Trip or returning to campus;
      • Availability of counseling services on campus;
      • Availability of interim measures on return to campus, including no-contact order;
      • Availability of interim measures while on CUNY Trip;
      • Disciplinary process on campus, including possible penalties;
      • Assistance in filing criminal complaints;
      • Risk reduction strategies;
      • Retaliation.

3. Behavioral Standards: Trip Sponsors shall inform students that they are asked to abide by the following behavioral expectations:

   a. Students are representatives of CUNY and their campuses, whenever they participate in a CUNY Trip.
b. All CUNY Trip participants are required to:

i. obey the laws of the New York City, New York State, and the United States; the laws of the trip destination, the rules and maintenance of public order pursuant to article 129-a of the education law (“Henderson rules”) and the policies, regulations and orders of the college and its appointed representatives. In the event that the laws of New York City and/or New York State, and the laws of the trip destination conflict, the Trip Chaperone will make a determination as to the appropriate course of action;

ii. The students’ behavior at off-campus activities is reflective of their college and the University, and, therefore, students are expected to conduct themselves appropriately and comply with applicable University policies, procedures, rules and regulations. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Article XV of the CUNY Board of Trustees Bylaws;

iii. Trip participants need to be aware and understand that the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus or at home, and be aware that compliance is important to the success of the trip and to the University's willingness to permit future similar activities. Participants should be aware that the college retains discretion to impose additional requirements and/or behavioral standards as circumstances warrant.

c. All CUNY Trips must conform to the CUNY Policy on Drugs and Alcohol. All trip participants are reminded that CUNY Trips are a “CUNY-sponsored activity” and that the CUNY Policy on Drugs and Alcohol states: “The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited.” All trip participants are also prohibited from bringing alcohol onto CUNY Trip locations. Drug and alcohol abuse and misuse will not be tolerated on CUNY Trips. Violation of CUNY regulations or policies may result in immediate dismissal from the trip and academic and/or disciplinary action upon return to campus. If the Trip Sponsor or Trip Chaperone, at their discretion, concludes that a student participant has violated local laws and/or CUNY regulations or policies this may result in immediate dismissal from the CUNY Trip and/or disciplinary action upon return to campus. This decision must be made in concert with the Chief Academic Officer, Chief Student Affairs Officer, or their designee. A student dismissed from a CUNY Trip for a documented violation of University or trip rules may be required to depart at the student’s own expense, without credit or refund of any monies paid for. For further information on the University’s Drug and Alcohol Policy, please visit: <http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>

d. CUNY is committed to promoting a safe and secure environment for all members
of our community. CUNY’s policies prohibit sexual misconduct, including sexual harassment, gender based harassment, and sexual violence of any kind. All students, faculty and staff are expected to maintain a working and learning environment free from harassment and discrimination. CUNY does not tolerate sexual misconduct committed by CUNY Trip participants (students, faculty, or staff), **whether at the home campus or while in travel status**; it is illegal and prohibited by University policy.

i. A CUNY participant who experiences or observes sexual misconduct during a domestic trip should report the incident to the Trip Chaperone, Trip Sponsor, campus Title IX Coordinator, and/or campus Public Safety Director.

ii. A CUNY Trip participant who is the victim or observes sexual misconduct while under the influence of drugs or alcohol should seek medical help and report the incident. The participant will not be disciplined for the drug/alcohol use in accordance with the CUNY Drug and Alcohol Use Amnesty Policy.

iii. Retaliation is illegal. Retaliation is adverse treatment of an individual because he/she made a sexual harassment/sexual violence or other discrimination complaint, opposed discrimination/sexual harassment/sexual violence, or cooperated with an investigation. The University will seek to discipline anyone found to have engaged in retaliation.

iv. Participants are reminded that faculty and staff are prohibited from engaging in intimate relationships with students for whom they have a “professional responsibility”. Pursuant to CUNY’s Policy on Sexual Misconduct, faculty and staff that accompany students on trips have a professional responsibility for those students.

v. CUNY will use its best efforts to handle allegations of sexual misconduct on a domestic trip in the same manner that it handles allegations of sexual misconduct on campus. Due to logistical limitations, CUNY is not always able to investigate incidents that are alleged to have occurred during an off campus trip in the same time frame or in the same manner that it investigates incidents that are alleged to have occurred on campus. However, to every extent possible, CUNY will offer and provide interim supportive measures to the students involved.

vi. *If a student has experienced sexual misconduct during a CUNY Trip, he or she is entitled to support from trip staff on site, or a CUNY faculty or staff for group trips, and on campus upon the student’s return.* For more information on the University’s Policy on Sexual Misconduct, please visit: [http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf](http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf)

e. Participants in CUNY Trips are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage,
injury, or other consequence resulting from a participant’s failure to comply with University rules and regulations, the direction of University employees, or applicable laws.

f. Participants in CUNY Trips are required to comply with lawful directions issued by representatives of the University when they are acting in their official capacities. Failure to comply with lawful directions may result in disciplinary action pursuant to applicable University disciplinary processes, if any.

4. Student Organizations: The Trip Sponsor must identify a Trip Chaperone that will travel with the group or be the onsite liaison with the campus, as per approval by the CAO or CSAO.

a. Students should approach offers to organize travel with caution, especially if they offer clinical or other professional experience. Trips emphasizing volunteer service/humanitarian goals should be scrutinized in terms of the participants’ ability to provide meaningful assistance in light of their qualifications, and in terms of their ability to employ standard safety procedures in that setting.

b. In order to avoid conflicts of interest in recruiting CUNY Trip participants, student organization officers may not personally accept free or discounted travel in exchange for meeting a recruitment quota.

c. Driving: If students decide to operate a motor vehicle, it is at their own risk.

B. Requirements and Responsibilities of Administration, Faculty & Staff on CUNY Trips:

1. Pre-Trip Communications: Before Departure the Trip Sponsor or Trip Chaperone shall communicate with all trip participants via a pre-trip meeting, email, or other written means, the planned itinerary, behavioral expectations transportation, and lodging details so that all trip participants are aware of what they can expect.

2. Trip Sponsor Expectations: Trip Sponsors shall ensure that the following, as applicable, is communicated either by themselves or the Trip Chaperones to the trip participants:

a. Remind all students to carry any personal medications that they require, health insurance cards and emergency contact information at all times. Remind participants to be mindful of any prescription drug or over-the-counter medication program they take, and plan with their medical provider to ensure an adequate supply for the duration of the trip.

b. Advise trip participants that they may want to voluntarily disclose to the Trip Chaperone any disabilities, problems, or health issues that may need to be accommodated during the trip. For programs requiring an application process, the medical and health disclosure should take place only after the participant gains acceptance to the program. The program will be better able to serve the needs of participants who disclose that they are asthmatic, diabetic, or experience particular
drug and food allergies prior to departure.

c. Remind trip participants to take the necessary precautions during times of extreme temperatures or weather conditions. For instance, when it is hot, participants should stay hydrated and wear light and light-colored clothing and use sunscreen if there is a lot of sun exposure.

d. Remind trip participants to be vigilant of their surroundings. For example, participants should be advised that they should employ safety skills such as not travelling or going out alone, being careful at night, etc. Provide trip participants with information about the neighborhoods in and around the destination site(s).

e. Advise trip participants that valuables either should not be brought along on the trip or should be secured at all times; discourage participants from bringing large amounts of cash and remind them to secure wallets and purses to avoid pickpocketing.

f. When participants are placed in dorms or hotels with roommates, the adjustment to sharing close quarters may be significant. Prior to departure for the trip, Trip Sponsors should inform participants that they will share and occupy space with students who may be different from them in terms of race, ethnicity, sexual orientation, physical abilities, religious observances etc.

g. Remind trip participants to report any incidents of sexual misconduct that they observe or experience to the Trip Chaperone, Trip Sponsor, the campus Title IX Coordinator, and/or Campus Public Safety.

3. Trip Chaperone Expectations: Trip Chaperones have many responsibilities before, during, and after the CUNY Trip whether at CUNY, while in route, and while at the destination of the trip. Trip Chaperones shall:

a. exchange emergency contact information (phone numbers and email addresses) with trip participants;

b. be available and on-call at all times (24/7) during the CUNY Trip to respond to trip participant concerns and problems as needed;

c. at all times (24/7) during the CUNY Trip, have access to a full set of student participant Off-Campus Activity Participation, Waiver, and Emergency Contact Forms and leave copies that are accessible by the Trip Sponsor at the CUNY institution;

d. serve as the official University representative in cases of emergency;

e. coordinate emergency response and all communications between and among the college, the University, and the relevant persons and organizations on-site;

f. notify authorities at the local site in the event that one or more trip participants cannot be accounted for or is missing;
g. ensure students receive medical attention by trained professionals in case of a medical emergency;

h. be familiar with and follow all existing University policy and guidelines, including those on sexual misconduct and confidentiality and federal laws and regulations such as FERPA, and the Clery Act;

i. conduct all appropriate follow-up activities, such as completing any incident reports;

j. complete training on sexual harassment and sexual violence awareness for employees. Training must be verified to have been completed within twelve months prior to trip departure

k. be considered Responsible Employees under CUNY’s Policy on Sexual Misconduct and be required to report any allegations of sexual misconduct of which they become aware to the program’s Campus Director who will report the incident to the campus Title IX Coordinator, or during evening and weekend hours, to public safety. Such notification must occur as soon as possible but no later than twenty-four hours after notice of the incident;

l. be considered “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, the Chaperones are required to report to the trip sponsor and/or Campus Public Safety all incidents of alleged misconduct that could constitute a criminal offense. Campus Public Safety will determine whether the incident is required to be reported on the college’s Annual Security Report pursuant to the Clery Act.

m. be prohibited from engaging in intimate relationships with students for whom they have a “professional responsibility.” Pursuant to CUNY’s Policy on Sexual Misconduct, faculty and staff that accompany students on trips have a professional responsibility for those students;

n. For overnight group trips, conduct or ensure pre-departure training for all trip participants including sexual misconduct awareness and reporting procedures, as well as alcohol use awareness as outlined in Section IV.A.2;

o. Trip Chaperones are asked to abstain from consuming alcoholic beverages for the duration of the trip.

p. In order to avoid conflicts of interest, Trip Chaperones are prohibited from personally accepting free or discounted travel in exchange for meeting a recruitment quota.

V. EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES

As applicable, Trip Sponsors and Trip Chaperones shall:
1. make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for the organization of educational trips;

2. be prepared to contact appropriate service providers and notify authorities at the site in the event that one or more students are missing or cannot be accounted for at the destination site. If, following an immediate search, the student(s) cannot be located; the **Trip Sponsor/Trip Chaperone** shall contact local police and the **Trip Sponsor**, or campus public safety, and shall make every effort to reach the student’s emergency contact. The **Trip Sponsor/Trip Chaperone** in consultation with college officials shall determine whether other students should leave the site and whether the **Trip Chaperone** should remain at the site where the student went missing or proceed with the rest of the students to the next location. Emergency contacts must be notified and kept updated as to the status of the search for the missing student(s);

a. contact local police or law enforcement to report theft, vandalism, or any other criminal activity;

b. contact the local emergency medical provider for medical emergencies;

c. contact the Chief Academic Officer, the Chief Student Affairs Officer, or the Office of Public Safety for emergencies;

d. complete any Incident Reports within 24 business hours of return to the campus, except for any allegations of sexual misconduct which must be reported as soon as possible but not later than within twenty-four hours of notice of the incident;

e. report all injuries or illnesses to the Chief Academic Officer or Chief Student Affairs Officer, as appropriate. In the event that a participant is severely injured, requires hospitalization or experiences another event that requires a substantive change to the itinerary, contact the Chief Academic Officer or the Chief Student Affairs Officer to determine the best course of action. **Trip Chaperones** must not leave a hospitalized student behind without having first notified the student’s emergency contact and developed a plan with the CSAO or CAO for addressing the situation.

f. report vehicle accidents to local police or law enforcement departments and to the appropriate campus officials, including public safety;

g. report all allegations of sexual misconduct of which they become aware. Advise student of the **Trip Chaperone’s** obligation to report and assist the student to receive medical attention where appropriate.
The **Off-Campus Student Travel Approval Form** must be completed by the Trip Sponsor and submitted to the Chief Student Affairs Officer for student organization travel or to the Chief Academic Officer for academic (class) related travel a minimum of one (1) month prior to travel. All organized travel is expected to follow the **CUNY Student Domestic Trip and Travel Guidelines**. These Guidelines can be found at [http://www.cuny.edu/academics/programs/international/faculty.html](http://www.cuny.edu/academics/programs/international/faculty.html). This Form must be approved by the Chief Student Affairs Officer or the Chief Academic Officer in order for travel to commence.

**To Be Completed by the Trip Sponsor.**

<table>
<thead>
<tr>
<th>Type of Trip:</th>
<th>Group</th>
<th>Individual</th>
<th>Other:</th>
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<tr>
<th>Division:</th>
<th>Student Affairs</th>
<th>Academic Affairs</th>
<th>Other:</th>
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If the trip is affiliated with Academic Affairs, identify the Course and Section: ________________

If this trip is affiliated with Student Affairs or Other, identify club or administrative unit: ________________

<table>
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<tr>
<th>Trip Sponsor Name:</th>
<th>Status (circle one): Faculty  Staff  Other</th>
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<tbody>
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</tbody>
</table>

| Title of Trip Sponsor: | |
|-----------------------| |

| Name of Institution: | |
|----------------------| |

| Cell Phone: | |
|-------------| |
| ( ) | |

| Alternative Phone: | |
|--------------------| |
| ( ) | |

| Email: | |
|--------| |
| (most frequently checked email address) | |
All college sponsored/affiliated group trips (CUNY Trips) are required to be accompanied by a Trip Chaperone as outlined in the CUNY Student Domestic Trip and Travel Guidelines. If you have more than one chaperone, please attach an additional page with complete information. If there is no chaperone, provide the information for the Trip Sponsor.

Trip Chaperone: __________________________________________________________________ (Please print legibly)

Title of Trip Chaperone: ____________________________________________________________

Name of College: __________________________________________________________________

Cell Phone: ( ) ___________________________________________________________________

Alternative Phone: ( ) __________________________________________________________________

Email: __________________________________________________________________________ (most frequently checked email address)

Destination of Travel/Event/Activity: __________________________________________________

Description of Travel/Event/Activity: __________________________________________________

Describe Nature of Activities Involved in Trip: Specifically highlight any high-risk activities:

__________________________________________________________

Purpose of Travel: __________________________________________________________________

Anticipated Number of Students: ____________________________

Anticipated Number of Students under 18: _______

Dates of Travel: Departing Day: _________________ Time: ____________________

Returning Day: _________________ Time: ____________________

Transportation (Check all that apply):  ❑ Car Rental  ❑ Train  ❑ Plane

❑ University Vehicle  ❑ Contracted Bus Service

❑ Other ____________________________________________________

Transportation Details (Please provide relevant details):

Driver’s Name (if University vehicle, rental or private car): ____________________________
If a University vehicle, car rental or private vehicle, does the driver meet the minimum requirements defined by the Vehicle Use Policy Yes________ No________
Anticipated Rental Service: __________________________

Name of Anticipated Bus/Train/Airline Co.: ______________________

Anticipated Flight/Train Number(s):____

Will the travel require overnight lodging?  ❑ Yes  ❑ No
(If yes, please complete the next section.)

Name of Anticipated Accommodation: ______________________________

Type of Accommodation: ❑ Hotel  ❑ Hostel  ❑ College Residence Hall
❑ Retreat Center  ❑ Personal Home  ❑ Conference Center
❑ Other ________________________________

Phone: ( ) ________________________________

Address: ______________________________________________________

City: __________________ State: _______ Zip: ________________

* Attach additional sheets as necessary.

Please attach a complete trip itinerary and any other relevant attachments.

Approval (Signatures Required)

By signing, I certify I have read the CUNY Student Domestic Trip and Travel Guidelines and agree that the proposed activity satisfies all requirements.

Name of Trip Sponsor

__________________________

Signature of Trip Sponsor __________________________ Date

The attached Off-Campus Student Travel Approval Form is hereby approved by the Chief Academic Officer or Chief Student Affairs Officer.

Name of Chief Academic Officer or Chief Student Affairs Officer

__________________________

Signature of Chief Academic Officer or Chief Student Affairs Officer __________________________ Date
CUNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM (DOMESTIC TRAVEL)

This form has been developed by the CUNY Office of the General Counsel (OGC) and shall not be altered or adapted except in the answerable fields without the approval from OGC.

PART A - To be completed by the Trip Sponsor or Trip Chaperone and then distributed for completion by participating students

Description of Activity
College ("College") of The City University of New York believes that participation in organized, off-campus activities by its students can be an important part of a student's learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this Off-Campus Travel Participation, Waiver, and Emergency Contact Form and submit it to the Trip Sponsor prior to the Activity.

Description of Activity:

Destination of Activity:

Date(s) of Activity:

Name of Trip Sponsor:

Affiliation of Trip Sponsor to College/University:

Name of Trip Chaperone:

Contact Telephone Number on Date(s) of Activity:

PART B - To be completed and signed by the participating student and, if under 18, his/her parent or legal guardian

Participation, Waiver and Release, and Emergency Contact Information
I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

ASSUMPTION OF RISK

1. I understand that participation in the Activity involves risks and hazards not found in study at the College. These risks can range from a) minor injuries such as bruises and strains, to b) major injuries such as broken limbs, loss of sight, neck or back injuries, heart attacks and concussions, to c) catastrophic injuries, including paralysis and death, and also include risks of damage to or theft of personal property, and risks involved in traveling to and within, and returning from, Activity sites. I understand that there may be other risks not known or reasonably foreseeable. I have sought and obtained information and advice that I feel are necessary and appropriate.

2. I VOLUNTARILY ACCEPT AND ASSUME ALL OF THE RISKS IN PARTICIPATING IN THE ACTIVITY.

3. My participation in the Activity is voluntary.
WAIVER OF LIABILITY

4. I, for myself and on behalf of my family, heirs and personal representative(s), HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS, The City University of New York (University), any student organization and/or related entity of CUNY that organized, sponsored and/or funded the Activity, the City of New York, the State of New York, and the officers, directors, employees, representatives, agents and affiliates of any and all of them (“Released Parties”) FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER arising out of or related to any loss, damage or injury (including death) to me or others, or to any property belonging to me or others,

(a) caused by, deriving from, or associated with my presence at, participation in, or travel to or from the Activity, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASED PARTIES OR OTHERS, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the officers, directors, employees, representatives, agents or affiliates of any of the Released Parties; or

(b) arising at a time when I am not under the direct supervision of University or that are caused by my failure to remain under such supervision.

5. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity. I, for myself and on behalf of my family, heirs and personal representative(s), HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS each of the Released Parties FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER arising out of or related to any loss, damage or injury (including death) to me or others, or to any property belonging to me or others, caused by, deriving from, or associated with my failure to disclose to the College any such conditions, problems, or needs.

OTHER REPRESENTATIONS

6. I will become informed of, and will abide by, all such laws and standards surrounding the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity may require a standard of behavior that may differ from that applicable on campus. I will comply with the University’s rules, standards, and instructions, for student behavior generally and for the Activity, including the College’s Code of Student Conduct, the Henderson Rules of Public Order, and the expectations for student behavior described in the CUNY Student Domestic Trip and Travel Guidelines (collectively, the “standards”). I agree to obey the laws of New York City, New York State, and the United States; the laws of the trip destination, and orders of the college, and its appointed representatives.

7. I agree that the University has the right to enforce the standards and conduct described herein, in its sole judgment, and that it may impose restrictions, up to and including removal and termination from the Activity, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the College, the University, the Activity or other participants. If I am terminated from the Activity, I consent to going home at my own expense with no refund of fees.

8. I have or will obtain and maintain health, accident, disability, hospitalization, and travel insurance as I deem necessary to participate in the Activity, and I will be responsible for the costs of such insurance and for any expenses not covered by insurance.
9. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances. I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.

10. Except for any University scholarships or similar funding, I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.

11. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.

12. This waiver and release represents my complete understanding with the College and the University concerning their responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

13. I agree that this Release be construed in accordance with New York law. I agree that this Release will be binding to the fullest extent permitted by such law. If any part of this Release is held to be unlawful, that part will be limited only to the minimum extent necessary to comply with the law, and the validity of the remaining parts will not be in any way affected.

I HAVE READ ALL OF THIS RELEASE AND I FULLY UNDERSTAND IT. I AM VOLUNTARILY SIGNING THIS RELEASE WITH THE INTENTION TO BE BOUND BY ITS TERMS. NO REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS NOT CONTAINED IN THE RELEASE HAVE BEEN MADE TO ME BY ANY OF THE RELEASED PARTIES.

14. I am printing my contact information below:

   Name of Participant:    CUNY ID:
   Local Address:
   City:   State:   Zip:
   Cell Phone:     Email address:

15. I am printing my emergency contact information below:

   In case of emergency, notify:
   Name:       Relationship:
   Phone numbers:   day   evening
16. Check one:

I am at least eighteen years old.

I am not yet eighteen years old, so I have secured the signature of my parent or guardian (see next page) as well as my own.

17. OPTIONAL: I wish to voluntary disclose the following of any medical or health condition:

I wish to participate in the Activity, I have read and completed this Off-Campus Activity Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily.

Date: ___________________________ Signature: ___________________________

If participating student completing and signing this form is under the age of 18, then the following pages must be completed and signed by the student's parent or legal guardian.
IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT’S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING:

1. I am the parent or legal guardian of the student named above who signed above.

2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.

3. I understand that the student is expected to behave responsibly and to follow the University’s discipline code, policies and standards.

4. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for the student.

5. I have read this Off-Campus Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by the student is accurate and complete.

6. I am and will be legally responsible for the obligations and acts of the student as described in this form, (including such parts as may subject me to personal financial responsibility),

7. I agree, for myself and for the student, to be bound by its terms.

__________________________________________________________
Print First and Last Name of Parent or Guardian  Signature of Parent or Guardian

If student is under the age of 18 and the Activity includes overnight stay(s), then the parent or guardian’s signature must be notarized.

STATE OF ______________________ )
COUNTY OF _____________________ ) ss.:  

On the .......... day of ........................ in the year ............... before me, the undersigned, personally appeared .........................................................., personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

__________________________________________________________
Notary Public
FINAL DRAFT

CUNY Student Domestic
Trip and Travel Guidelines

Approved by the Board of Trustees November 29, 2011

Revised January 12, 2012

Safety and Risk Management

April 20, 2018 Draft
As best practices for the implementation and oversight of travel programs evolve, the offices that created the guidelines anticipate reviewing them on a regular basis and revising them as needed.

-Resolution of the Board of the Trustees, November 29, 2011

TABLE OF CONTENTS:

1. PURPOSE ........................................................................................................................................... 1

2. DOMESTIC STUDENT TRIP AND TRAVEL DEFINED .................................................... 1
   A. Trips Covered by These Guidelines ................................................................................................. 1
   B. Trips Not Covered by These Guidelines ........................................................................................... 2

3. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A CUNY TRIP 3
   A. Faculty and Staff Roles .................................................................................................................... 3
   B. Planning and Preparation ............................................................................................................... 4
      1. Destination Research
      2. Eligibility Requirements
      3. Travel Approval Form
      4. High Risk Activities
      5. Off-campus activity participation and waiver
      6. Retention of forms
      7. Contracts related to CUNY trips
      8. Insurance
      9. Methods of Transportation

4. TRAVEL REQUIREMENTS AND PROCEDURES FOR CUNY TRIPS ...................... 7
   A. Requirements and Responsibilities of Students on CUNY Trips ............................................... 7
      1. Orientation and Training
      2. Mandatory Training for Overnight Trips
      3. Behavioral Standards
      4. Student Organizations

   B. Requirements and Responsibilities of Administration, Faculty & Staff for CUNY Trips ......... 11
      1. Pre-trip communications
      2. Trip Sponsor Expectations

F. TRAVEL REQUIREMENTS AND PROCEDURES FOR SPONSORED TRIPS 2
   Trip Chaperon Expectations

4. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A SPONSORED TRIP ......................................................... 4
5. PRE-TRIP COMMUNICATIONS ........................................................................................................ 6
6. METHODS OF TRANSPORTATION ............................................................................................. 7
7. STUDENT BEHAVIOR ................................................................................................................... 8
8. TRIP CHAPERONE EXPECTATIONS ............................................................................................ 9
9. EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES ......................... 10

5. EMERGENCY PROCEDURES FOR TRIPS SPONSORS AND CHAPERONES ... 13

FORMS

b. .................................................................................................................................................. C
   UNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM ... 12
   CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM ...... 14
   Approval (Signatures Required) ...................................................................................................... 16

  c. .................................................................................................................................................. C
   UNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND
   EMERGENCY CONTACT FORM (DOMESTIC TRAVEL) .................. 15
   .................. EMERGENCY CONTACT FORM (DOMESTIC TRAVEL)
   .......................................................................................................................................... 17

Email Contacts:
Risk Management: riskmanagement@mail.cuny.edu
Legal: ogc@mail.cuny.edu
1. PURPOSE

These updated CUNY Student Domestic Trip and Travel Guidelines are issued by the Office of Student Affairs, Office of Environmental, Health, Safety and Risk Management and the Office of the General Counsel, pursuant to the Board of Trustees Policy on International and Domestic Travel Guidelines for Safety and Risk Management, adopted as Calendar Item 4.A., at the Board’s meeting on 28 November 2011.

The City University of New York ("University" or "CUNY") encourages its students to participate in off-campus programs that provide valuable experiential learning opportunities. These guidelines are a resource guide to assist in planning and preparing for health and safety issues that may be encountered while traveling, as well as student engagement and community-building opportunities. The purpose of such travel should be consistent with the University’s mission, and must be planned so as to avoid undue interference with students’ academic responsibilities.

While the information in these guidelines covers many different areas, the guidelines are not comprehensive and do not cover all circumstances; the guidelines are intended to prompt trip sponsors to be prepared to maintain the health and safety of our students and prepared to assess and mitigate the potential risks they may encounter.

These CUNY Domestic Travel Guidelines (“Guidelines”) communicate CUNY’s standards for domestic travel and provide guidance to CUNY students, faculty, and staff planning, supporting and undertaking travel organized under University auspices in which students participate, whether that travel is for academic, co- or extra-curricular purposes. These Guidelines were designed to help ensure that such travel is planned in a way to mitigate foreseeable health and safety risks.

Since responsible and accountable planning and preparation is the bedrock of successful domestic travel and programming, all domestic programs, including domestic trips and programs for student affairs or athletics purposes are required to follow these guidelines. Prior written approval for all programs must be obtained from the Chief Student Affairs Officer for student organization travel or from To help ensure that events or activities involving domestic student travel are consistent with the colleges’ and the University’s mission, and that student safety issues have been addressed, CUNY Domestic Trips must be approved by the Chief Academic Officer.
academic-related (class-related) travel (“CAO”) or Chief Student Affairs Officer (“CSAO”) of the relevant college, in advance of travel and prior to the commitment of any University resources. Trip sponsors and faculty leaders are expected to seek guidance and input from campus-based safety and risk management offices when To request approval, a faculty member, staff member or recognized student organization who is organizing an activity covered by these Guidelines must submit a completed Off-Campus Student Travel Approval Form to either (1) the CSAO, if for student organization travel or (2) the CAO, for academic-related (class-related) travel, faculty-led trips not associated with a particular course, or student organizations, and continuing education trips. A request for approval must be made no later than thirty days before the proposed trip; the CSAO or CAO may provide exemptions to the deadline at his/her discretion.

While these Guidelines cover many different areas, they may not provide clear guidance for every specific case. If the CSAO or CAO is uncertain which requirements apply to a trip or has concerns envisioning and planning the logistics of a trip or travel program, he/she should consult with the campus Office of Risk Management or EHS Office.

These Guidelines will be periodically updated; users should refer to the online version for the most current standards, located at: ADD

1. DOMESTIC STUDENT TRIP AND TRAVEL DEFINED Trips Covered by These Guidelines
The following guidelines for domestic travel are for

1. Trips Covered by These Guidelines:

These Guidelines cover all CUNY Trips by students currently enrolled in any University program, including graduate and undergraduate or graduate students participating in sponsored trips. See Section 3 for additional information and continuing education.

1. A “CUNY Trip” is any trip involving domestic travel (defined below) by students that is (a) organized by a University or college unit, office, department, or division, or by a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator, or (b) funded, whole or in part, by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation.

2. “Domestic travel” is classified means any activity or event leaving not taking place on CUNY property but within the 50 states of the United States, including but not limited to, trips to museums, field trips, athletic events, leadership service activities, alternate spring break, and retreats and conferences. Many trips within New York City are not deemed domestic travel for purposes of these Guidelines; see II.B.2 below.

A “sponsored trip” is any event or activity that takes place off campus with the purpose of extending and supplementing learning opportunities in a way not possible within the usual College setting that is organized, supported, or financed by an office, department, division, or a student organization of the college and that is funded by student activity fees or monies that
are in the control of the College, the University, or a University/College-related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation.  

3. Examples of activities and events that may fall within the definition of a CUNY Trip include, but are not limited to:

1. athletic team travel
2. trips and activities of recognized student organizations and clubs
3. college association and foundation-funded travel
4. course-related field trips and experiential learning
5. faculty-organized trips not directly related to a particular course
6. group or individual research projects and activities
7. group or individual internships and volunteer experiences, including service learning trips
8. Examples of activities and events that fall under these guidelines include Division of Student Affairs-sponsored field trips, club sports trips, the activities of recognized student organizations, college association-funded travel, course-related field trips, and situations in which the student or recognized student organization(s) officially represents the University (e.g., conferences) and/or the travel is funded or sponsored by a recognized student group

9. Trips Not Covered by These Guidelines:

1. These guidelines do not apply to domestic travel undertaken by students who travel as individuals (by themselves or with other members of the CUNY community) to attend out-of-town athletic/recreational events as a non-participant (except when traveling on behalf of or with the

Revised January 12, 2012 — page 1 financial support of trips that are neither (a) organized by CUNY, a recognized student organization), or as individuals who travel out of town to engage in student teaching, internships, practicums, observations, or research, or otherwise carried out by a CUNY faculty member or administrator, nor (b) funded by CUNY or a CUNY/college-related entity.

2. These guidelines do not apply to day-trips (trips without an overnight stay) within the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Staten Island and Queens) that require only the use of public transportation, or private or publicly-accessible transportation alternatives for students with disabilities, for travel, and do not involve high-risk activities. Nevertheless, the CUNY Office of Student Affairs recommends as a best practice that students participating in these trips sign an Off-Campus Activity Participation, Waiver, and Emergency Contact Form prior to the trip. Activities outside of the United States, as well as trips to Puerto Rico and other U.S. territories and protectorates, are beyond the scope of these Guidelines and are covered by CUNY’s International Travel Guidelines.

3. The advertising or distribution of an opportunity, such as an internship or other opportunity does not by itself constitute the sponsoring of a trip, making it a CUNY Trip.

4. Examples of activities and events not covered by these Guidelines include, but are not
limited to:

1. Internships and volunteer opportunities sponsored, organized and funded by non-CUNY entities

2. Trips and activities organized independently by groups of, or individual students, without CUNY involvement or funding

If a college is uncertain if an event, activity or individual or group travel is covered by these guidelines, please contact the campus Office of Risk Management or Office of Environmental, Health, and Safety and Risk Management at riskmanagement@mail.cuny.edu.

CUNY neither sanctions nor prohibits any non-CUNY sponsored trips and CUNY does not assume any responsibility for them.

Activities outside of the country are beyond the scope of these guidelines and are covered by CUNY’s International Travel Guidelines.

3. TRAVEL REQUIREMENTS AND PROCEDURES FOR SPONSORED TRIPS

APPROVAL AND IMPLEMENTATION OF A CUNY TRIP

All sponsored trips must meet the following requirements:

a. Purpose. The purpose of the travel must be consistent with the University’s mission and/or organization's mission statement and constitution, which should be on file with the appropriate office.

b. Academic Calendar. Travel must be planned so as not to create an undue interference with academic responsibilities.

c. Prior Approval Required. To ensure that events or activities involving student travel are consistent with the College’s/University’s mission and that student safety issues have been addressed, sponsored trips must be approved in advance by the Chief Academic Officer or Chief Student Affairs Officer. To request approval, members of the faculty, staff, or recognized student organization who organize activities covered by these guidelines must submit a completed Off-Campus Student Travel Approval Form to the Chief Student Affairs Officer for student organization travel and to the Chief Academic Officer for academic-related (class-related) travel no later than one month before the scheduled trip; the Chief Student Affairs Officer or Chief Academic Officer may provide exemptions to the deadline at his/her discretion. The Off-Campus Student Travel Approval Form will include the name and phone number for the responsible university employee(s) who will be available to the students at all times during the travel and activity (i.e. trip sponsor).

d. Trip Sponsor/Trip Chaperone/Trip Contact Person. All sponsored trips must have a trip sponsor, who has overall accountability for development and implementation of the domestic event or activity CUNY Trip. The trip sponsor Trip Sponsor Trip Sponsor Trip Sponsor
is the faculty or staff member responsible for handling the logistics of the trip, collecting the required information, ensuring the collection of required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, designating a Trip Chaperone, and conducting follow up activities. The Trip Sponsor is also the primary campus contact person for the duration of the CUNY Trip. If the Trip Sponsor is also the Trip Chaperone, an alternate campus contact person must be designated for the duration of the trip.

The Trip Chaperone

2. **Trip Chaperone:** Each group CUNY Trip must have a Trip Chaperone. A group shall be comprised of five (5) students or more, however, the Trip Sponsor, CSAO or CAO may determine that a Trip Chaperone is necessary for a trip with less than five (5) students. The Trip Chaperone is the CUNY faculty or staff member who teaches and/or, or other designated individual approved by the college, who accompanies the students on the trip and may be different from the trip sponsor. If the trip sponsor cannot accompany participants on the trip activity/event, then the trip sponsor will designate a trip chaperone to accompany the participants. This individual should be able to lend to the experience of the travel for the student group. They will monitor the behavior of the participants to ensure that CUNY policies and procedures are not violated, and oversee the health and safety of students. The Trip Chaperone must have the contact information for all students, and must be available to participants via phone or in-person at all times for the duration of any trip, including travel. The Trip Chaperone, either with or without the consultation of the Trip Sponsor, can dismiss students from a CUNY Trip if they determine any CUNY policies, procedures, or behavioral expectations pertaining to the CUNY Trip have been violated; see Section IV.A.3. The Trip Chaperone will also contact local resources, such as the police or hospitals, if necessary. The name and phone number for the Trip Chaperone must be included in the CUNY Off-Campus Student Travel Approval Form. In certain cases, a Trip Chaperone may not be a CUNY staff member, such as a CUNY Trip organized by, or affiliated with, an external organization. In these instances, the Trip Chaperone may be someone who is employed by that organization. Their contact information must be provided in the Off-Campus Student Travel Approval Form, and they must still adhere to CUNY’s requirements and expectations of a chaperone. Trip Chaperones employed by a non-CUNY entity must receive information on CUNY’s Sexual Misconduct Policy and must be directed to immediately report to the Trip Sponsor any incident of alleged sexual misconduct.

If the Chief Academic Officer or Chief Student Affairs Officer determines that no-trip chaperone is required for the trip, then the trip sponsor will designate a university employee as the trip contact person who will be available (by phone and/or email) to the students at all times during the travel and activity (but will not accompany participants on the trip activity/event). The name and phone number for the trip chaperone or trip contact person (as appropriate) must be included in the CUNY Off-Campus Student Travel Approval Form.

3. **Chaperone to Student Ratio:** While a Trip Chaperone is mandatory for groups of five (5) or more students, for larger groups, it is recommended that a minimum of at least one (1)
chaperone be assigned for every twenty (20) students who are participating in a CUNY Trip. The Trip Sponsor and the college CAO or CSAO should consider the following when deciding on the ratio for each specific CUNY Trip: length of trip; type of planned activities; lodging arrangements; trip duration; duration of activities on each day; transportation arrangements; previous travel experience with the same or a similar group of students; number of students under the age of 18; previous travel experience to the same or a similar location, and/or activities. A Trip Chaperone may be required to accompany a student for medical reasons or other emergencies, accordingly, multiple chaperones for each CUNY Trip should be considered whenever possible. When multiple chaperones are assigned, it is good practice to assign chaperones who identify with different genders, if possible.

Contracts. As CUNY is a governmental agency, administrators, faculty, staff members, departments, offices, students, and student organizations may not enter into or sign any contracts related to sponsored trips. Rather, these contracts must be coordinated with the purchasing offices, then reviewed and approved as to form by the Office of General Counsel. After such approval has been received, only designated college and university officials may sign any documents that relate to commitments on behalf of the college/university. Assuring that agreements contain adequate indemnification and insurance provisions is part of the Office of General Counsel’s review. Furthermore, no commitments related to the trip shall be made until the Chief Academic Officer or Chief Student Affairs Officer has provided written approval for a given trip. Documents that relate to commitments on behalf of the University should be reviewed by the campus Business Office. The department or office sponsoring international programs or trips must work with the college purchasing department when requesting quotes or procuring items or services. More information can be found on the “Purchasing FAQs” at <http://www.cuny.edu/about/administration/offices/bf/ue/ue_links/FAQs_on_Purchasing_in_CUNY.pdf>.

4. The CAO (for academic/class-related travel) or CSAO (for student organization travel) is responsible for approving all CUNY Trips and designated Trip Chaperones. They must ensure all documentation and requirements have been fulfilled, and that a Trip Chaperone has been assigned for each CUNY Trip that requires one.

24/7 Access. Trip participants must be provided with 24/7 access to the trip sponsor, the trip chaperone, or the trip contact person before, during, and immediately after the sponsored trip.

Insurance. CUNY does not currently have a standard of medical insurance coverage for domestic student travel. In evaluating the risks involved in each sponsored trip, the college shall consider whether medical insurance should be sought for the trip to transfer some of those risks to an insurance carrier where appropriate. Since CUNY does not currently mandate health insurance for all students, all trip participants shall be responsible for any medical costs they incur during and/or as a result of the trip. The trip sponsor is responsible for communicating this fact to the trip participants.
except with the prior approval of the Chief Academic Officer or Chief Student Affairs Officer. The minimum faculty/staff to student ratio is one staff member for every one to twenty (1-20) students over the age of 18 and one faculty/staff member for every one to five (1-5) students under the age of 18.

i. No Friends or Family. Except with the explicit prior written permission of the Chief Academic Officer or Chief Student Affairs Officer, friends and family of faculty, staff, and students are not eligible to participate in sponsored trips.

5. Requirements for Proper Trip Planning and Preparation

j. Non-Compliance. Any sponsored trip taken without all of the following: (i) timely submission to the Chief Academic Officer or Chief Student Affairs Officer of a complete and accurate Off Campus Student Travel Approval Form, (ii) prior approval of the Chief Academic Officer or Chief Student Affairs Officer, as evidenced by the sign-off of the CUNY Off Campus Student Travel Approval Form, (iii) collection of an Off Campus Activity Participation, Waiver, and Emergency Form from every participant, or that otherwise violates or fails to meet these guidelines, may result in individual and/or organizational discipline as set forth in CUNY Article XV of the CUNY Board of Trustees Bylaws and/or applicable collective bargaining agreements. The following are required for all CUNY Trips:

4. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A SPONSORED TRIP

1. Proper planning and preparation are critical to a successful experience for all participants. Trip sponsors shall conduct thorough research about the destination to be visited, including reviewing applicable travel bans, local transportation, overnight accommodations (if applicable), and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants. Of paramount importance in all aspects of the planning must be The health and safety of all participants. The trip sponsor must complete the following steps: is always the first priority in every aspect of planning the trip.

a. Prepare an Off-Campus Student Travel Approval Form for the trip. This Form must be submitted for approval to the Chief Academic Officer or Chief Student Affairs Officer on campus to approve the trip no later than one (1) month before the scheduled departure; the Chief Student Affairs Officer or Chief Academic Officer may provide exemptions to the deadline at his/her discretion. Approval will be confirmed when the Chief Academic Officer or Chief Student Affairs Officer signs the Off-Campus Student Travel Approval Form. Once approved, file the Off-Campus Student Travel Approval Form with the College’s Office of Public Safety as well as the Chief Academic Officer or Chief Student Affairs Officer in the event of an emergency during the trip. The Off Campus Student Travel Approval Form shall include destination, location of accommodations, departure and anticipated return date and time, mode of transportation, local contact information as well as the cell phone number of the trip sponsor, trip chaperone, or trip contact person, as applicable.
b.—After the trip is approved by the Chief Academic Officer or Chief Student Affairs Officer, collect a signed and notarized (see below if notarization is necessary) Off-Campus Activity Participation, Waiver, and Emergency Form from each student no later than two (2) weeks before the trip, activity, or event. By completing this form, all students traveling indicate that they understand and agree to comply with the Henderson Rules of Public Order2, acknowledge all risks associated with participation, and release the University from liability. Trip sponsors must collect signed Off-Campus Activity Participation, Waiver, and Emergency Forms from all students participating in the activity or event. Students under the age of 18 participating in an activity or event with no overnight stay are required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver, and Emergency Forms. Students under the age of 18 participating in an activity or event with an overnight stay are required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver, and Emergency Forms in the presence of a notary. Students 18 and older participating in an activity or event (whether it has an overnight stay or not) are not required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver and Emergency Forms nor are they required to have it notarized. Failure to supply the information required in a timely fashion shall affect the student’s eligibility to participate.

c.—Signed copies of the Off-Campus Student Travel Approval Form and the Off-Campus Activity Participation, Waiver, and Emergency Form shall be kept on file by the sponsoring department or organization for six (6) years after the event has ended.

d.—Trip sponsors must provide both their respective departments and campus Office of Public Safety a list with the names of all travelers, emergency contact information, contact numbers, and dates of travel prior to departure. Departments are the primary contact during normal business hours, and Public Safety is the primary contact after hours.

e.—Identify special requirements or skills required for everyone’s participation on the trip for any specific activities to be undertaken. Discuss candidly participants’ physical abilities and the inherent risks of the proposed activities. The University expressly prohibits trips involving high risk activities such as bungee jumping, whitewater rafting, or technical mountain climbing that can put participants in danger, and no one is authorized to approve of such trips as sponsored trips. Trip sponsors are required to scrutinize proposed activities or events involving water (such as swimming or water sports), animals (such as horseback riding or farm animals) or vehicles (such as bicycle riding or scooters) regarding the relevance of those activities to the trip’s purpose and are required to provide justification for having them.

f.—Check the weather forecast for the location that you are traveling to and remind all participants to pack appropriately.
1. **g.** Give The Trip Sponsor, with request or assistance from the Trip Chaperone, as appropriate, should give consideration to the lodging and overnight accommodations for the CUNY Trip, such as hotels and the residence halls/dormitories of universities. The accommodation must be safe and secure. It is recommended that all lodging be vetted through personal site visits by the Trip Sponsor, if possible, or Trip Chaperone, if practical. If the Trip Sponsor or staff has not previously used or seen the accommodation, he/she should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (possibly including making inquiries regarding the experience of other colleges and universities) during the planning phase. The following questions should be considered when planning safe housing arrangements: Will students be able to get out quickly in case of fire? Are there smoke alarms present? If the program takes place in a region prone to earthquakes, are the structures built to withstand them? Is there appropriate security present? Will students have adequate quiet places to study?

2. **h.** Identify any potential hazards related to the trip such as excessive heat, insect-borne diseases, wild animals in the area, hazardous plants or terrain in the vicinity, etc.

3. **i.** Identify The Trip Sponsor with request or assistance from the Trip Chaperone, as appropriate should identify local resources for emergencies such as medical care or other local contacts as necessary prior to departure. Anticipate and plan for emergencies such as theft, illness, vehicle breakdowns, accidents, inclement weather, vandalism, missing persons, etc. The trip sponsor and home college administrators are required to develop processes to determine the best course of action in response to various unanticipated situations and emergencies. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group needs to evacuate the area? What will you do if a member of the group is a victim of a crime or is injured? What will you do if a participant cannot be located?

Where will you go (or meet) if the group needs to evacuate the area? What will you do if a member of the group is a victim of a crime or is injured? What will you do if a participant cannot be located?

4. **The Trip Sponsor** must identify eligibility requirements, core competencies, and/or skills required for a student to be qualified to participate on the CUNY Trip. The Trip Sponsor must candidly discuss with potential participants the abilities and inherent risks of the proposed activities. Trip Sponsors are required to scrutinize all proposed activities or events regarding the relevance of those activities to the trip’s purpose.

4. **The Trip Sponsor** must complete an Off-Campus Student Travel Approval Form for the trip. A CUNY Trip is not approved until the applicable Chief Academic Officer or Chief Student Affairs Officer signs the Off-Campus Student Travel Approval Form. The Off-Campus Student Travel Approval Form must include the destination, location of...
5. **Description of Activities.** The Off-Campus Student Travel Approval Form requires that all planned activities be described and that high-risk activities be specifically highlighted. High risk activities are activities that may expose students to hazards that are significantly greater than those encountered in their everyday lives or activities that offer potentially serious risks of severe injury, major property damage, and/or significant financial loss. The hazards of some high risk activities may be minimized through planning and training regarding standard operating procedures.

1. **High risk activities** include activities such as sky-diving, whitewater rafting and extreme sports, and also include activities such as events at which alcohol will served, activities taking place in isolated areas far from medical resources, and activities at which large crowds and/or protesters are expected.

2. Activities might also be high risk because of environmental hazards. The Trip Sponsor, with request or assistance from the Trip Chaperone, as appropriate should identify any known potential hazards related to the trip such as excessive heat, insect-borne diseases, wild animals, hazardous plants or terrain in the vicinity, etc.

3. If in doubt about whether a specific activity would qualify as “high-risk”, it should be outlined in the Trip Proposal, with details on its relevance to the trip’s purpose and safety provisions.

1. **PRE-TRIP COMMUNICATIONS** After the CUNY Trip is approved by the Chief Academic Officer or Chief Student Affairs Officer, but before the trip, the Trip Sponsor or Trip Chaperone collects a signed Off-Campus Activity Participation, Waiver, and Emergency Form from each student who plans to participate.

   The trip sponsor shall communicate with all trip participants via a pre-trip meeting, email, or other written means the planned itinerary, behavioral expectations (see section 7), transportation, and accommodation details so that all trip participants are aware of what they can expect. Trip sponsors are to review with trip participants the following, as applicable:

   a. Remind all students to carry any personal medications that they require, health insurance cards and emergency contact information at all times. Remind participants to be mindful of any prescription drug or over-the-counter medication program they take, and plan with their medical provider to ensure an adequate supply for the duration of the trip. Students under 18 participating in a CUNY Trip are required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver, and Emergency Forms in the presence of a notary.

   b. Advise trip participants to voluntarily disclose any disabilities, problems, or health issues that may need to be accommodated during the trip. For programs requiring an application process, the medical and health disclosure should take place only after the participant gains acceptance to the program. Trip sponsors shall collect sensitive information and maintain it in a sealed envelope to ensure privacy and...
confidentiality with disclosure to the trip chaperone or his/her designee only if necessary. For example, the program will be better able to serve the needs of participants who disclose that they are asthmatic, diabetic, or experience particular drug and food allergies prior to departure. Students 18 and older participating in a CUNY Trip are not required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver and Emergency Forms, nor are they required to have it notarized.

c. Advise trip participants that traveling can cause psychological stress, especially as the participants’ daily routine is likely to change. Trip sponsors should inform participants about sleeping adjustments, change of diet, possible lack of exercise, homesickness, loneliness, and cultural differences. When participants are placed in dorms or hotels with roommates, the adjustment to sharing close quarters may be significant. Trip sponsors should encourage participants to find a constructive outlet to understand and work through any possible uneasy feelings or frustrations. Students who fail to supply appropriately-signed and notarized (when necessary) Off-Campus Activity Participation, Waiver and Emergency Forms before the CUNY Trip will be denied participation in the CUNY Trip.

d. Advise trip participants that food and water-borne illness is a common ailment for travelers and that careful attention to food and drink can prevent sickness. Often, diarrhea results from ingesting food or drinks that contain contaminated particles. Advise student participants if the water supply at the location is potable and if water needs to be treated before drinking it or using it for teeth-brushing. Remind trip participants that food prepared without proper hand washing and food that is sitting out and exposed to flies and bacteria or unrefrigerated for a period of time may become contaminated. No Friends or Family: Except with the explicit prior written permission of the Chief Academic Officer or Chief Student Affairs Officer, friends and family of faculty, staff, and students are not eligible to participate in sponsored trips.

e. Remind student participants to take the necessary precautions during times of extreme temperatures or weather conditions. For instance, when it is hot, participants should stay hydrated and wear light and light-colored clothing and use sunscreen if there is a lot of sun exposure.

f. Remind trip participants to be vigilant of their surroundings. For example, while on the trip, trip participants should continue to use their safety skills from living in New York City: not travelling or going out alone, being careful at night, etc. Provide trip participants with information about safe and unsafe neighborhoods in and around the destination site(s).

g. Advise trip participants that valuables either should not be brought along on the trip or should be secured at all times; discourage participants from bringing large amounts of cash and remind them to secure wallets and purses to avoid pickpocketing.
1. The department or organization sponsoring the CUNY Trip must keep signed copies of the Off-Campus Student Travel Approval Form and the Off-Campus Activity Participation, Waiver, and Emergency Form on file for six (6) years after the CUNY Trip has ended, pursuant to CUNY’s Records Retention Policy.

2. Health and medical information contained in the forms shall be kept confidential and shall be disclosed on a need to know basis as necessary for health and safety purposes.

4. Purchases and Contracts Related to CUNY Trips. CUNY Trips may involve a variety of contracts, including with trip organizers, transportation and accommodation companies, and host institutions. CUNY’s procurement and contract signatory authority procedures and policies apply to all purchases and contracts related to CUNY Trips. Purchases and contracts using CUNY funds, whether tax levy or non-tax levy, or otherwise in the name of CUNY or a college, must be processed through the applicable college purchasing office. No commitments related to a CUNY Trip shall be made until the Chief Academic Officer or Chief Student Affairs Officer has provided written approval for a given trip and the CUNY Office of General Counsel has reviewed and approved the contract. No OGC-approved contract may be signed except by an official designated pursuant to CUNY policy to sign such a contract.

5. Notice to Non-CUNY Entity. For trips that are funded by CUNY, as defined above, but also involve a non-CUNY Entity, the Trip Sponsor is responsible for notifying the non-CUNY entity of CUNY’s obligations under Title IX and other federal and state laws and regulations and CUNY’s Sexual Misconduct Policy. The Trip Sponsor is responsible for advising the appropriate individual(s) at the non-CUNY entity to notify the Trip Sponsor immediately of any alleged incident of sexual misconduct or any other incident in which a CUNY student is alleged to have experienced or engaged in any form of violent, threatening or harassing behavior.

6. Reporting to Public Safety and the Title IX Office. Trip Sponsors are “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, Trip Sponsors are required to report all incidents of alleged misconduct that could constitute a criminal offense, regardless of whether the incident involves CUNY students or personnel. Campus Public Safety will determine whether the incident is required to be reported on the college’s Annual Security Report pursuant to the Clery Act.

   In addition, Trip Sponsors are also “Responsible Employees” under CUNY’s Policy on Sexual Misconduct. As such, they are obligated to report any instances of sexual misconduct to their home campus’ Title IX Coordinator, Director of Public Safety, or Chief Student Affairs Officer. Trip Sponsors may learn of an allegation of sexual misconduct directly from the complainant, or, through a third party. In either situation, the Trip Sponsor has an obligation to report.

7. Insurance. CUNY does not currently have a standard of medical insurance coverage for domestic student travel. All CUNY Trip participants are responsible for any medical costs.
they incur during and/or as a result of the trip. The Trip Sponsor is responsible for communicating this fact to the trip participants.

8. **Methods of Transportation.** When traveling, all trip sponsors Trip Sponsors and Trip Chaperones shall observe the following transportation guidelines:

   a. Work with the campus business office to ensure insurance coverage is adequate and insurance is appropriately identified.

   b. Utilize commercial transportation whenever possible (e.g., Amtrak, Greyhound, etc.).

   c. Consult the University’s Fleet Management Policy for appropriate requirements if college vehicles are being utilized. Be reminded that only University or affiliated entity employees who meet the minimum requirements defined by the Fleet Management Policy are permitted to operate University-owned vehicles.

   d. Rented vehicles may be utilized for sponsored trips CUNY Trips only with the prior approval of the appropriate college official; only those employees that meet the minimum requirements under the Fleet Management Policy may drive rented vehicles.

   e. Work with the campus business office to ensure insurance coverage is adequate and insurance is appropriately identified for chosen transportation options.

   f. Trip sponsors Sponsors and/or chaperones may not drive students in personal vehicles for University business on CUNY Trips unless no commercial transportation could be arranged, no pool University vehicle is practically available, or in case of emergency. Employees who use their personal vehicles for University business CUNY Trips must comply with all Fleet Management Policy requirements and maintain the minimum statutory automobile liability limits as required by the State in which the vehicle is registered. Certificates of insurance verifying these minimum limits may be requested and must be provided upon request. Trip sponsors Sponsors or Trip Chaperones must remind all trip participants choosing to ride in a private automobile that they do so voluntarily and at their own risk. The University does not insure or accept liability for any damage, loss, or injury resulting from the use of or riding in a private vehicle.

9. **TRAVEL REQUIREMENTS AND PROCEDURES FOR CUNY TRIPS**

1. **Requirements and Responsibilities of Students on CUNY Trips:**

   a. **Orientation and Training:** If determined necessary by the Trip Sponsor, before departure, all participants must submit all required paperwork and participate in mandatory orientation events.
2. **Mandatory Training for overnight CUNY Trips:**

   1. Students participating in any overnight CUNY Trip must have completed training on sexual misconduct awareness and procedures for reporting allegations of sexual misconduct, as well as, alcohol use awareness training. Training must be verified to have been completed within twelve months prior to trip departure, or immediately upon arrival.

2. **Pre-Departure Training for Students on Sexual Misconduct:** Training for students on CUNY Trips must include the following:

   1. Process for reporting complaints of sexual misconduct;
   2. Identification of employees who can keep information confidential;
   3. Definition of affirmative consent under CUNY’s sexual misconduct policy;
   4. Investigative process as it applies on campus and the CUNY Trip; investigation may not be completed until return to campus;
   5. Importance of preserving evidence when possible;
   6. Drug and alcohol use amnesty;
   7. Options for continuing with CUNY Trip or returning to campus;
   8. Availability of counseling services on campus;
   9. Availability of interim measures on return to campus, including no-contact order;
   10. Availability of interim measures while on CUNY Trip;
   11. Disciplinary process on campus, including possible penalties;
   12. Assistance in filing criminal complaints;
   13. Risk reduction strategies;

7. **STUDENT BEHAVIOR**

15. **Behavioral Standards:** Trip sponsors shall inform students that they are asked to abide by the following behavioral expectations:

   1. Students are representatives of CUNY and their campuses, whenever they participate in a CUNY Trip.

   2. All CUNY Trip participants are required to:

      1. obey the laws of the New York City, New York State, and the United States; the laws of the trip destination, the rules and maintenance of public order pursuant to article 129-a of the education law (“Henderson rules”) and the policies, regulations and orders of the college and its appointed representatives. In the event that the laws of New York City and/or New York State, and the laws of the trip destination conflict, the Trip Chaperone will make a determination as to the appropriate course of action;

      2. a. Students are representatives of CUNY whenever they participate in a sponsored trip or an off-campus activity that is funded or sponsored fully or in part by the University or one of the Colleges. As such, the students’ behavior at off-campus activities is reflective of their College/College and the University, and,
therefore, students are expected to conduct themselves appropriately and comply with applicable University policies, procedures, rules and regulations. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Article XV of the CUNY Board of Trustees Bylaws\textsuperscript{3}. 

3. b. All trip participants are required to: (a) comply with the standards set forth in the Henderson Rules of Public Order\textsuperscript{4}, and (b) conform their conduct to the standards and cultural norms surrounding the trip and assume responsibility for their own actions. Trip participants need to be aware and understand that the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus or at home, and be aware that compliance is important to the success of the trip and to the University’s willingness to permit future similar activities. Participants should be aware that the college retains discretion to impose additional requirements and/or behavioral standards as circumstances warrant.

c. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College/University shall not be liable for any loss, damage, injury, or other consequence resulting from a participant’s failure to comply with university rules and regulations, the direction of college/university employees, or applicable laws.

\textsuperscript{3} CUNY Board of Trustees Bylaws, Article XV, http://policy.cuny.edu/toc/btb/


d. All trip participants are reminded that sponsored trips are a “CUNY-sponsored activity” and that the CUNY Drug and Alcohol policy states: “The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited” <http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>.

3. All CUNY Trips must conform to the CUNY Policy on Drugs and Alcohol. All trip participants are reminded that CUNY Trips are a “CUNY-sponsored activity” and that the CUNY Policy on Drugs and Alcohol states: “The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited.” All trip participants are also prohibited from bringing alcohol onto CUNY Trip locations. Drug and alcohol abuse and misuse will not be tolerated on sponsored trips. Violation of CUNY regulations or policies may result in immediate dismissal from the trip and academic and/or disciplinary action upon return to campus.
the Trip Sponsor or Trip Chaperone, at their discretion, concludes that a student participant has violated local laws and/or CUNY regulations or policies, this may result in immediate dismissal from the CUNY Trip and/or disciplinary action upon return to campus. This decision must be made in concert with the Chief Academic Officer, Chief Student Affairs Officer, or their designee. A student dismissed from a CUNY Trip for a documented violation of University or trip rules may be required to depart at the student’s own expense, without credit or refund of any monies paid for. For further information on the University’s Drug and Alcohol Policy, please visit: <http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>

4.

e. CUNY is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, including sexual harassment. CUNY does not tolerate sexual harassment; it is demeaning, offensive, illegal, and prohibited by University policy. For more information on the University’s Sexual Harassment Policy, please visit promoting a safe and secure environment for all members of our community. CUNY’s policies prohibit sexual misconduct, including sexual harassment, gender based harassment, and sexual violence of any kind. All students, faculty and staff are expected to maintain a working and learning environment free from harassment and discrimination. CUNY does not tolerate sexual misconduct committed by CUNY Trip participants (students, faculty, or staff), whether at the home campus or while in travel status; it is illegal and prohibited by University policy.

<i>A CUNY participant who experiences or observes sexual misconduct during a domestic trip should report the incident to the Trip Chaperone, Trip Sponsor, campus Title IX Coordinator, and/or campus Public Safety Director.</i>

<i>A CUNY Trip participant who is the victim or observes sexual misconduct while under the influence of drugs or alcohol should seek medical help and report the incident. The participant will not be disciplined for the drug/alcohol use in accordance with the CUNY Drug and Alcohol Use Amnesty Policy.</i>

<i>Retaliation is illegal. Retaliation is adverse treatment of an individual because he/she made a sexual harassment/sexual violence or other discrimination complaint, opposed discrimination/sexual harassment/sexual violence, or cooperated with an investigation. The University will seek to discipline anyone found to have engaged in retaliation.</i>

<i>Participants are reminded that faculty and staff are prohibited from engaging in intimate relationships with students for whom they have a “professional responsibility”. Pursuant to CUNY’s Policy on Sexual Misconduct, faculty and staff that accompany students on trips have a professional responsibility for those students.</i>
domestic trip in the same manner that it handles allegations of sexual misconduct on campus. Due to logistical limitations, CUNY is not always able to investigate incidents that are alleged to have occurred during an off campus trip in the same time frame or in the same manner that it investigates incidents that are alleged to have occurred on campus. However, to every extent possible, CUNY will offer and provide interim supportive measures to the students involved.

vi. If a student has experienced sexual misconduct during a CUNY Trip, he or she is entitled to support from trip staff on site, or a CUNY faculty or staff for group trips, and on campus upon the student’s return. For more information on the University’s Policy on Sexual Misconduct, please visit: http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf

5. Participants in CUNY Trips are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury, or other consequence resulting from a participant’s failure to comply with University rules and regulations, the direction of University employees, or applicable laws.

1. Trip participants should review Section 5: Pre-Trip Communications and familiarize themselves with the personal safety tips therein. Participants in CUNY Trips are required to comply with lawful directions issued by representatives of the University when they are acting in their official capacities. Failure to comply with lawful directions may result in disciplinary action pursuant to applicable University disciplinary processes, if any.

8. TRIP CHAPERONE EXPECTATIONS

2. Student Organizations: The Trip Sponsor must identify a Trip Chaperone that will travel with the group or be the onsite liaison with the campus, as per approval by the CAO or CSAO.

1. Students should approach offers to organize travel with caution, especially if they offer clinical or other professional experience. Trips emphasizing volunteer service/humanitarian goals should be scrutinized in terms of the participants’ ability to provide meaningful assistance in light of their qualifications, and in terms of their ability to employ standard safety procedures in that setting.

2. In order to avoid conflicts of interest in recruiting CUNY Trip participants, student organization officers may not personally accept free or discounted travel in exchange for meeting a recruitment quota.

3. Driving: If students decide to operate a motor vehicle, it is at their own risk.

4. Requirements and Responsibilities of Administration, Faculty & Staff on CUNY Trips:
1. **Pre-Trip Communications:** Before Departure the Trip Sponsor or Trip Chaperone shall communicate with all trip participants via a pre-trip meeting, email, or other written means, the planned itinerary, behavioral expectations transportation, and lodging details so that all trip participants are aware of what they can expect.

2. **Trip Sponsor Expectations:** Trip Sponsors shall ensure that the following, as applicable, is communicated either by themselves or the Trip Chaperones to the trip participants:
   
   a. Remind all students to carry any personal medications that they require, health insurance cards and emergency contact information at all times. Remind participants to be mindful of any prescription drug or over-the-counter medication program they take, and plan with their medical provider to ensure an adequate supply for the duration of the trip.
   
   b. Advise trip participants that they may want to voluntarily disclose to the Trip Chaperone any disabilities, problems, or health issues that may need to be accommodated during the trip. For programs requiring an application process, the medical and health disclosure should take place only after the participant gains acceptance to the program. The program will be better able to serve the needs of participants who disclose that they are asthmatic, diabetic, or experience particular drug and food allergies prior to departure.
   
   c. Remind trip participants to take the necessary precautions during times of extreme temperatures or weather conditions. For instance, when it is hot, participants should stay hydrated and wear light and light-colored clothing and use sunscreen if there is a lot of sun exposure.
   
   d. Remind trip participants to be vigilant of their surroundings. For example, participants should be advised that they should employ safety skills such as not travelling or going out alone, being careful at night, etc. Provide trip participants with information about the neighborhoods in and around the destination site(s).
   
   e. Advise trip participants that valuables either should not be brought along on the trip, or should be secured at all times; discourage participants from bringing large amounts of cash and remind them to secure wallets and purses to avoid pick-pocketing.
   
   f. When participants are placed in dorms or hotels with roommates, the adjustment to sharing close quarters may be significant. Prior to departure for the trip, Trip Sponsors should inform participants that they will share and occupy space with students who may be different from them in terms of race, ethnicity, sexual orientation, physical abilities, religious observances etc.
   
   g. Remind trip participants to report any incidents of sexual misconduct that they observe or experience to the Trip Chaperone, Trip Sponsor, the campus Title IX Coordinator, and/or Campus Public Safety.

3. **Trip Chaperone Expectations:** Trip Chaperones have many responsibilities.
before, during, and after the sponsored trip whether at CUNY, while en route, and while at the destination of the sponsored trip. The trip chaperones shall:

I. exchange emergency contact information (phone numbers and email addresses) with trip participants;

II. be available and on-call at all times (24/7) during the sponsored trip to respond to trip participant concerns and problems as needed and in the immediate 48 hours before scheduled departure date(s) of the trip;

III. at all times (24/7) during the sponsored trip possess, in hand, an Off-Campus Travel Approval Form, have access to a full set of student participant forms and sheets with a designated Trip Sponsor at the CUNY institution;

IV. serve as the official University representative in cases of emergency;

V. coordinate emergency response and all communications between and among the college, the University, and the relevant persons and organizations on-site;

VI. notify authorities at the local site immediately in the event that one or more trip participants cannot be accounted for or is missing;

VII. ensure students receive medical attention by trained professionals in case of a medical emergency;

VIII. be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, HIPAA, and the Clery Act; and

IX. conduct all appropriate follow-up activities, such as completing any incident report:

1. complete training on sexual harassment and sexual violence awareness for employees. Training must be verified to have been completed within twelve months prior to trip departure.

2. be considered Responsible Employees under CUNY’s Policy on Sexual Misconduct and be required to report any allegations of sexual misconduct of which they become aware to the program’s Campus Director who will report the incident to the campus Title IX Coordinator, or during evening and weekend hours, to public safety. Such notification must occur as soon as possible but no later than twenty-four hours after notice of the incident;

3. be considered “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act.
Campus Public Safety. Therefore, the Chaperones are required to report to the trip sponsor and/or Campus Public Safety all incidents of alleged misconduct that could constitute a criminal offense. Campus Public Safety will determine whether the incident is required to be reported on the college’s Annual Security Report pursuant to the Clery Act.

4. be prohibited from engaging in intimate relationships with students for whom they have a “professional responsibility.” Pursuant to CUNY’s Policy on Sexual Misconduct, faculty and staff that accompany students on trips have a professional responsibility for those students;

5. For overnight group trips, conduct or ensure pre-departure training for all trip participants including sexual misconduct awareness and reporting procedures, as well as alcohol use awareness as outlined in Section IV.A.2;

If no trip chaperone is required for the activity or event and the trip sponsor will not be accompanying the participants, then the trip sponsor will designate a trip contact person who will be available to the students at all times during the travel and activity. The name and phone number for the trip contact person must be included on the Off-Campus Student Travel Approval Form.

6. Trip Chaperones are asked to abstain from consuming alcoholic beverages for the duration of the trip.

7. In order to avoid conflicts of interest, Trip Chaperones are prohibited from personally accepting free or discounted travel in exchange for meeting a recruitment quota.

8. **EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES**

As applicable, trip sponsors Trip Sponsors and trip chaperones Trip Chaperones shall:

1. **a.** be required to make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for the organization of educational trips;

2. **b.** be prepared to contact (have contact information on person) and notify the appropriate campus service providers to timely address and handle university response; appropriate service providers and notify authorities at the site in the event that one or more students are missing or cannot be accounted for at the destination site. If, following an immediate search, the student(s) cannot be located; the Trip Sponsor/Trip Chaperone shall contact local police and the Trip Sponsor, or campus public safety, and shall make every effort to reach the student’s emergency contact. The Trip Sponsor/Trip Chaperone in consultation with college officials shall determine whether other students should leave the site and whether the Trip Chaperone should remain at the site where the student went missing or proceed with the rest of the students to the next location. Emergency contacts must be notified and kept updated as to the status of the search for the missing student(s);

1. **c.** contact local police or law enforcement to report theft, vandalism, or any other criminal activity;
2. **d.** contact the local emergency medical provider for medical emergencies;

3. **e.** contact the Chief Academic Officer, the Chief Student Affairs Officer, or the Office of Public Safety for emergencies;

4. **f.** complete any accident or incident reports within 24 hours. Incident Reports within 24 business hours of return to the campus, except for any allegations of sexual misconduct which must be reported as soon as possible but not later than within twenty-four hours of notice of the incident;

5. **g.** report all injuries or illnesses to the Chief Academic Officer or Chief Student Affairs Officer, as appropriate. In the event that a participant is severely injured, requires hospitalization or experiences another event that requires a substantive change to the itinerary, contact the Chief Academic Officer or the Chief Student Affairs Officer to determine the best course of action. Trip chaperones must not leave a hospitalized student behind without program assistance having first notified the student’s emergency contact and developed a plan with the CSAO or CAO for addressing the situation.

6. **h.** report vehicle accidents to local police or law enforcement departments and to the appropriate campus officials, including public safety;

7. **report all allegations of sexual misconduct of which they become aware. Advise student of the Trip Chaperone’s obligation to report and assist the student to receive medical attention where appropriate.**

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*NAFSA’s Guide to Education Abroad For Advisers and Administrators* says, “Unless program directors and local staff are fully trained and certified in advanced first aid or licensed medical specialists, they should not provide medical services during a program except under the gravest and most critical emergency circumstances. All participation agreements should include language allowing program staff to apply first aid as a last resort before the arrival of emergency medical personnel.” NAFSA: Association of International Educators, *NAFSA’s Guide to Education Abroad For Advisers and Administrators*. Washington, DC, 2005, p. 578.

i. be prepared to contact appropriate service providers;

j. notify authorities at the site in the event that one or more students are missing or cannot be accounted for at the destination site. If, following an immediate search, the student(s) cannot be located, the trip sponsor/chaperone shall contact local police and a senior college administrator and shall make every effort to reach the student’s emergency contact. A trip sponsor/chaperone should remain at the site until all students are accounted for. The trip sponsor/chaperone in consultation with college officials shall determine whether other students should leave the site. Emergency contacts should be notified and kept updated as to the status of the search for the missing student(s).
CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM

The Off-Campus Student Travel Approval Form must be completed by the Trip Sponsor and submitted to the Chief Student Affairs Officer for student organization travel or to the Chief Academic Officer for academic (class) related travel a minimum of one (1) month prior to travel. All organized travel is expected to follow the CUNY Student Domestic Trip and Travel Guidelines. These Guidelines can be found at http://www.cuny.edu/academics/programs/international/faculty.html. This Form must be approved by the Chief Student Affairs Officer or the Chief Academic Officer in order for travel to commence.

To Be Completed by the Trip Sponsor.

Type of Trip: ❑ Academic Field Trip ❑ Student Organization Travel Group ❑ Individual ❑ Other: ______________

Division: ❑ Student Affairs ❑ Academic Affairs ❑ Other: ______________

If the trip is affiliated with Academic Affairs, identify the Course and Section: ______________________________

If this trip is affiliated with Student Affairs or Other, identify club or administrative unit: ______________________________

Trip Sponsor Name: ___________________________ Status (circle one): Faculty  Staff  Other (please print legibly)

Title of Trip Sponsor: ____________________________________________________________

Name of College: ________________________________________________________________

Are you a club officer? ❑ Yes ❑ No If yes, which office: ________________________________

Name of Institution: ______________________________________________________________

Cell Phone: ( ) ____________________________

Alternative Phone: ( ) ____________________________

Email: ____________________________ (most frequently checked email address)
Will the trip sponsor be accompanying participants on the Travel/Event/Activity?: ☐ Yes ☐ No
(If you responded “No”, please fill out the next page to provide the contact information for the Trip
Chaperone or Trip Contact Person.)

All college sponsored/affiliated group trips (CUNY Trips) are required to be accompanied by a trip-
chaperone as outlined in the CUNY Student Domestic Trip and Travel Guidelines
unless otherwise exempted. If the chaperone is different from the trip sponsor, please complete the
following information. If you have more than one chaperone, please attach an additional page with
complete information. If there is no chaperone, provide the information for the trip contact person.

Trip Chaperone/Trip Contact Person (circle one):

____________________________________________________________________
(Please print legibly)

Title of Trip Chaperone/Trip Contact Person:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Name of College:

____________________________________________________________________

Are you a club officer?: ☐ Yes ☐ No
If yes, which office:

Cell Phone: ( )

Alternative Phone: ( )

Email: __________________________________________________________________________
(most frequently checked email address)

Approval (Signatures Required)

By signing, I certify I have read the Domestic Trip and Travel Guidelines and agree that the
proposed activity satisfies all requirements.

Name of Trip Sponsor

Signature of Trip Sponsor Date

The attached Off-Campus Student Travel Approval Form is hereby approved by the Chief
Academic Officer or Chief Student Affairs Officer.

Name of Chief Academic Officer or Chief Student Affairs Officer

Signature of Chief Academic Officer or Chief Student Affairs Officer Date
Destination of Travel/Event/Activity:

Description of Travel/Event/Activity:

**Describe Nature of Activities Involved in Trip:** **Specifically highlight any high-risk activities:**

Purpose of Travel: 

______________________________________________________________________________

**Anticipated** Number of Students: ______________________________

**Anticipated** Number of Students under 18: 

Dates of Travel: 

**Departing** Day: __________________________ Time: __________________________

**Returning** Day: __________________________ Time: __________________________
Transportation (Check all that apply):  ❑ Car Rental  ❑ Train  ❑ Plane
   1. ❑ University Vehicle  ❑ Contracted Bus Service
   2. ❑ Other

Transportation Details (Please provide relevant details):

Driver’s Name (if University vehicle, rental or private car):

If a University vehicle, car rental or private vehicle, does the driver meet the minimum requirements defined by the Vehicle Use Policy Yes ________ No ________
DMV Number of Driver: Anticipated Rental Service: 

Name of Anticipated Bus/Train/Airline Co.: 

Anticipated Flight/Train Number(s): 

Will the travel require overnight lodging? Yes No
(If yes, please complete the next section.)
Flight/Train Number(s): ______________

Name of Anticipated Accommodation: __________________________________________________

Type of Accommodation: ❑ Hotel ❑ Hostel ❑ College Residence Hall

1. ❑ Retreat Center ❑ Personal Home ❑ Conference Center

2. ❑ Other __________

Phone: ____________________________

Address: __________

City: ____________________________ State: _______ Zip: __________

* Attach additional sheets as necessary.

Please attach a complete trip itinerary and any other relevant attachments.
CUNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM (DOMESTIC TRAVEL)

This form has been developed by the CUNY Office of the General Counsel (OGC) and shall not be altered or adapted except in the answerable fields without the approval from OGC.

PART A - To be completed by the Trip Sponsor or Trip Chaperone and then distributed for completion by participating students

**Description of Activity**

College (“College”) of The City University of New York believes that participation in organized, off-campus activities by its students can be an important part of a student’s learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this Off-Campus Travel Participation, Waiver, and Emergency Contact Form and submit it to the Trip Sponsor prior to the Activity.

**Description of Activity:**

**Destination of Activity:**

**Date(s) of Activity:**

**Name of Trip Sponsor:**

**Affiliation of Trip Sponsor to College/University:**

**Name of Trip Chaperone or Trip Contact Person:**

**Contact Telephone Number on Date(s) of Activity:**

PART B - To be completed and signed by the participating student and, if under 18, his/her parent or legal guardian

**Participation, Waiver and Release, and Emergency Contact Information**

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

**ASSUMPTION OF RISK**

1. I understand that participation in the Activity involves risks and hazards not found in study at the College, including. These risks can range from a) minor injuries such as bruises and strains, to b) major injuries such as broken limbs, loss of sight, neck or back injuries, heart attacks and concussions, to c) catastrophic injuries, including paralysis and death, and also include risks of damage to or theft of personal property, and risks involved in traveling, and, to and within, and returning from, Activity sites. I understand that there may be other risks not known or reasonably foreseeable. I have sought and obtained information and advice that I feel are necessary and appropriate. I am fully aware of and voluntarily assume the risks and hazards connected with participating, and I hereby voluntarily elect to participate in the Activity. I acknowledge, accept, and assume all such risks, whether or not foreseeable and whether or not caused by the negligent or intentional acts or omissions of others.

1. **I VOLUNTARILY ACCEPT AND ASSUME ALL OF THE RISKS IN PARTICIPATING IN THE ACTIVITY.**
2. My participation in the Activity is voluntary.

WAIVER OF LIABILITY

3. I, for myself and on behalf of my family, heirs and personal representative(s), HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS, The City University of New York (University), any student organization and/or related entity of CUNY that organized, sponsored and/or funded the Activity, the City of New York, the State of New York, and the officers, directors, employees, representatives, agents and affiliates of any and all of them (“Released Parties”) FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER arising out of or related to any loss, damage or injury (including death) to me or others, or to any property belonging to me or others.

2. I understand that, although the University has made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them ("Released Parties") for any damages or injury (including death) caused by, deriving from, or associated with my presence at, participation in, or travel to or from the Activity, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASED PARTIES OR OTHERS, except for such claims, damages or losses injury as may be caused by the gross negligence or willful misconduct of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives officers, directors, employees, representatives, agents or affiliates of any of the Released Parties; or

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice. (a) arising at a time when I am not under the direct supervision of University or that are caused by my failure to remain under such supervision.

4. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity. I, for myself and on behalf of my family, heirs and personal representative(s), HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS each of the Released Parties FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER arising out of or related to any loss, damage or injury (including death) to me or others, or to any property belonging to me or others, caused by, deriving from, or associated with my failure to disclose to the College any such conditions, problems, or needs.

OTHER REPRESENTATIONS

5. I will become informed of, and will abide by, all such laws and standards surrounding the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity may require a standard of behavior that may differ from that applicable on campus. I will comply with the University’s rules, standards, and instructions, for student behavior generally and for the Activity, including the College’s Code of Student Conduct and the Henderson Rules of Public Order, and the expectations for student behavior described in the CUNY Student Domestic Trip and Travel Guidelines (collectively, the "standards"). I acknowledge and understand that my compliance is important to the success of the Activity and to the
University’s/College’s willingness to permit future similar activities. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions. I agree to obey the laws of New York City, New York State, and the United States; the laws of the trip destination, and orders of the college, and its appointed representatives.

6. I agree that the University has the right to enforce the standards and conduct described herein, in its sole judgment, and that it may impose restrictions, up to and including removal and termination from the Activity, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the College, the University, the Activity or other participants. If I am terminated from the Activity, I consent to going home at my own expense with no refund of fees.

7. I have or will obtain and maintain health, accident, disability, hospitalization, and travel insurance as I deem necessary to participate in the Activity, and I will be responsible for the costs of such insurance and for any expenses not covered by insurance. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, injuries (including death), damages, or loss arising out of my failure to disclose such conditions or problems.

8. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances. I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.

9. Except for any University scholarships or similar funding, I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.

10. I will not hold myself out as having the power or authority to bind or create liability for the College or the University. I agree that should any provision or aspect of this Off-Campus Activity Participation, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.

11. This waiver and release represents my complete understanding with the College and the University concerning their responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

12. I am printing my contact information below: Name of Participant: ------ CUNY ID: Local Address: I agree that this Release be construed in accordance with New York law. I agree that this Release will be binding to the fullest extent permitted by such law. If any part of this Release is held to be unlawful, that part will be limited only to the minimum extent necessary to comply with the law, and the validity of the remaining parts will not be in any way affected.

I HAVE READ ALL OF THIS RELEASE AND I FULLY UNDERSTAND IT. I AM VOLUNTARILY SIGNING THIS RELEASE WITH THE INTENTION TO BE BOUND BY ITS TERMS. NO REPRESENTATIONS.
STATEMENTS, OR INDUCEMENTS NOT CONTAINED IN THE RELEASE HAVE BEEN MADE TO ME BY ANY OF THE RELEASED PARTIES.

13. I am printing my contact information below:

   Name of Participant: ___________________________ CUNY ID:

   Local Address:
   
   City: ______ State: ______ Zip: ______
   
   Cell Phone: ______ Email address: ______

14. I am printing my emergency contact information below: In case of emergency, notify:

   In case of emergency, notify:
   
   Name: ______ Relationship: ______
   
   Phone numbers: day ______ evening ______
15. Check one:
I am at least eighteen years old.

I am not yet eighteen years old, so I have secured the signature of my parent or guardian (see next page) as well as my own.

16. OPTIONAL: I wish to voluntary disclose the following of any medical or health condition:

I wish to participate in the Activity, I have read and completed this Off-Campus Activity Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily.

Date: 
Signature: ______________________________

If participating student completing and signing this form is under the age of 18, then the following pages must be completed and signed by the student’s parent or legal guardian.
IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT’S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING:

1. I am the parent or legal guardian of the student named above who signed above.

2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.

3. I understand that the student is expected to behave responsibly and to follow the University’s discipline code and policies and standards.

4. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for the student.

5. I have read this Off-Campus Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by the student is accurate and complete.

6. I am and will be legally responsible for the obligations and acts of the student as described in this form, (including such parts as may subject me to personal financial responsibility),

7. I agree, for myself and for the student, to be bound by its terms.

Print First and Last Name of Parent or Guardian  Signature of Parent or Guardian

If student is under the age of 18 and the Activity includes overnight stay(s), then the parent or guardian’s signature must be notarized.

STATE OF________________________)            ss.:
COUNTY OF______________________)

On the ........ day of ____________________ in the year ................. before me, the undersigned, personally appeared ________________________________________________________________, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public
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CUNY Student Domestic Trip and Travel Guidelines

Approved by the Board of Trustees November 29, 2011

Revised January 12, 2012
As best practices for the implementation and oversight of travel programs evolve, the offices that created the guidelines anticipate reviewing them on a regular basis and revising them as needed.

-Resolution of the Board of the Trustees, November 29, 2011
**TABLE OF CONTENTS**

1. **PURPOSE** .................................................................................................................................................. 1
2. **DOMESTIC STUDENT TRIP AND TRAVEL DEFINED** ............................................................................ 1
   Trips Covered by These Guidelines ................................................................................................................ 1
   Trips Not Covered by These Guidelines ......................................................................................................... 1
3. **TRAVEL REQUIREMENTS AND PROCEDURES FOR SPONSORED TRIPS** .................................. 2
4. **PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A SPONSORED TRIP** ........................................ 4
5. **PRE-TRIP COMMUNICATIONS** .................................................................................................................. 6
6. **METHODS OF TRANSPORTATION** .......................................................................................................... 7
7. **STUDENT BEHAVIOR** .............................................................................................................................. 8
8. **TRIP CHAPERONE EXPECTATIONS** .......................................................................................................... 9
9. **EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES** ..................................... 10

**FORMS**

A. **CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM** .......................................................... 12
   Approval (Signatures Required) .................................................................................................................... 13

B. **CUNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM (DOMESTIC TRAVEL)** .................................................................................................................. 15

**Email Contacts:**

Risk Management: riskmanagement@mail.cuny.edu
Legal: ogc@mail.cuny.edu
1. PURPOSE
The City University of New York encourages its students to participate in off-campus programs that provide valuable learning opportunities. These guidelines are a resource guide to assist in planning and preparing for health and safety issues that may be encountered while traveling.

While the information in these guidelines covers many different areas, the guidelines are not comprehensive and do not cover all circumstances; the guidelines are intended to prompt trip sponsors to be prepared to maintain the health and safety of our students and prepared to assess and mitigate the potential risks they may encounter.

Since responsible and accountable planning and preparation is the bedrock of successful domestic travel and programming, all domestic programs, including domestic trips and programs for student affairs or athletics purposes are required to follow these guidelines.

Prior written approval for all programs must be obtained from the Chief Student Affairs Officer for student organization travel or from the Chief Academic Officer for academic-related (class-related) travel prior to the commitment of any University resources. Trip sponsors and faculty leaders are expected to seek guidance and input from campus-based safety and risk management offices when envisioning and planning the logistics of a trip or travel program.

2. DOMESTIC STUDENT TRIP AND TRAVEL DEFINED.
Trips Covered by These Guidelines
The following guidelines for domestic travel are for currently enrolled undergraduate or graduate students participating in sponsored trips. See Section 3 for additional information.

“Domestic travel” is classified as any activity or event leaving CUNY property but within the 50 states of the United States including trips to museums, field trips, athletic events, leadership retreats and conferences.

A “sponsored trip” is any event or activity that takes place off campus with the purpose of extending and supplementing learning opportunities in a way not possible within the usual College setting that is organized, supported, or financed by an office, department, division, or a student organization of the college and that is funded by student activity fees or monies that are in the control of the College, the University, or a University/College-related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation.

Examples of activities and events that fall under these guidelines include Division of Student Affairs-sponsored field trips, club sports trips, the activities of recognized student organizations, college association-funded travel, course-related field trips, and situations in which a student or recognized student organization officially represents the University (e.g., conferences).

Trips Not Covered by These Guidelines
These guidelines do not apply to travel undertaken by students who travel as individuals (by themselves or with other members of the CUNY community) to attend out-of-town athletic/recreational events as a non-participant (except when traveling on behalf of or with the
financial support of a recognized student organization), or as individuals who travel out of town to engage in student teaching, internships, practicums, observations, or research.

These guidelines do not apply to day-trips (trips without an overnight stay) within the five boroughs of New York City (Bronx, Brooklyn, Manhattan, Staten Island and Queens) that require only the use of public transportation for travel and do not involve high-risk activities.

If a college is uncertain if an event, activity or individual or group travel is covered by these guidelines, please contact the Office of Environmental, Health, Safety and Risk Management at riskmanagement@mail.cuny.edu.

*CUNY neither sanctions nor prohibits any non-CUNY sponsored trips and CUNY does not assume any responsibility for them.*

Activities outside of the country are beyond the scope of these guidelines and are covered by CUNY’s International Travel Guidelines.

3. TRAVEL REQUIREMENTS AND PROCEDURES FOR SPONSORED TRIPS
All sponsored trips must meet the following requirements:

a. **Purpose.** The purpose of the travel must be consistent with the University’s mission and/or organization's mission statement and constitution, which should be on file with the appropriate office.

b. **Academic Calendar.** Travel must be planned so as not to create an undue interference with academic responsibilities.

c. **Prior Approval Required.** To ensure that events or activities involving student travel are consistent with the College’s/University's mission and that student safety issues have been addressed, sponsored trips must be approved in advance by the Chief Academic Officer or Chief Student Affairs Officer. To request approval, members of the faculty, staff, or recognized student organization who organize activities covered by these guidelines must submit a completed Off-Campus Student Travel Approval Form to the Chief Student Affairs Officer for student organization travel and to the Chief Academic Officer for academic-related (class-related) travel no later than one month before the scheduled trip; the Chief Student Affairs Officer or Chief Academic Officer may provide exemptions to the deadline at his/her discretion. The Off-Campus Student Travel Approval Form will include the name and phone number for the responsible university employee(s) who will be available to the students at all times during the travel and activity (i.e. trip sponsor).

d. **Trip Sponsor/Trip Chaperone/Trip Contact Person.** All sponsored trips must have a trip sponsor who has overall accountability for development and implementation of the domestic event or activity. The trip sponsor is the faculty or staff member responsible for handling the logistics of the trip, collecting the required information.
from the participants, pre-departure orientation delivery, overseeing the health and safety of students, designating a trip chaperone, and conducting follow-up activities.

The *trip chaperone* is the CUNY faculty or staff member who teaches and/or accompanies the students on the trip and may be different from the trip sponsor. If the trip sponsor cannot accompany participants on the trip activity/event, then the trip sponsor will designate a trip chaperone to accompany the participants.

If the Chief Academic Officer or Chief Student Affairs Officer determines that no trip chaperone is required for the trip, then the trip sponsor will designate a university employee as the *trip contact person* who will be available (by phone and/or email) to the students at all times during the travel and activity (but will not accompany participants on the trip activity/event). The name and phone number for the trip chaperone or trip contact person (as appropriate) must be included in the CUNY Off-Campus Student Travel Approval Form.

e. **Contracts.** As CUNY is a governmental agency, administrators, faculty, staff members, departments, offices, students, and student organizations may not enter into or sign any contracts related to sponsored trips. Rather, these contracts must be coordinated with the purchasing offices, then reviewed and approved as to form by the Office of General Counsel. After such approval has been received, only designated college and university officials may sign any documents that relate to commitments on behalf of the college/university. Assuring that agreements contain adequate indemnification and insurance provisions is part of the Office of General Counsel’s review. Furthermore, no commitments related to the trip shall be made until the Chief Academic Officer or Chief Student Affairs Officer has provided written approval for a given trip. Documents that relate to commitments on behalf of the University should be reviewed by the campus Business Office. The department or office sponsoring international programs or trips must work with the college purchasing department when requesting quotes or procuring items or services. More information can be found on the “Purchasing FAQs” at [http://www.cuny.edu/about/administration/offices/bf/uc/uc-links/FAQs_on_Purchasing_in_CUNY.pdf](http://www.cuny.edu/about/administration/offices/bf/uc/uc-links/FAQs_on_Purchasing_in_CUNY.pdf).

f. **24/7 Access.** Trip participants must be provided with 24/7 access to the trip sponsor, the trip chaperone, or the trip contact person before, during, and immediately after the sponsored trip.

g. **Insurance.** CUNY does not currently have a standard of medical insurance coverage for domestic student travel. In evaluating the risks involved in each sponsored trip, the college shall consider whether medical insurance should be sought for the trip to transfer some of those risks to an insurance carrier where appropriate. Since CUNY does not currently mandate health insurance for all students, all trip participants shall be responsible for any medical costs they incur during and/or as a result of the trip. The trip sponsor is responsible for communicating this fact to the trip participants.

h. **Ratio.** All sponsored trips are to be chaperoned by a staff or faculty member, except with the prior approval of the Chief Academic Officer or Chief Student Affairs
Officer. The minimum faculty/staff to student ratio is one staff member for every one to twenty (1-20) students over the age of 18 and one faculty/staff member for every one to five (1-5) students under the age of 18.

i. **No Friends or Family.** Except with the explicit prior written permission of the Chief Academic Officer or Chief Student Affairs Officer, friends and family of faculty, staff, and students are not eligible to participate in sponsored trips.

j. **Non-Compliance.** Any sponsored trip taken without all of the following: (i) timely submission to the Chief Academic Officer or Chief Student Affairs Officer of a complete and accurate [Off-Campus Student Travel Approval Form](#), (ii) prior approval of the Chief Academic Officer or Chief Student Affairs Officer, as evidenced by the sign-off of the CUNY Off-Campus Student Travel Approval Form, (iii) collection of an [Off-Campus Activity Participation, Waiver, and Emergency Form](#) from every participant, or that otherwise violates or fails to meet these guidelines, may result in individual and/or organizational discipline as set forth in CUNY Article XV of the CUNY Board of Trustees Bylaws[^1] and/or applicable collective bargaining agreements.

### 4. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A SPONSORED TRIP

Proper planning and preparation are critical to a successful experience for all participants. Trip sponsors shall conduct thorough research about the destination to be visited, local transportation, overnight accommodations (if applicable), and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants. Of paramount importance in all aspects of the planning must be the health and safety of all participants. The trip sponsor must complete the following steps:

a. Prepare an [Off-Campus Student Travel Approval Form](#) for the trip. This Form must be submitted for approval to the Chief Academic Officer or Chief Student Affairs Officer on campus to approve the trip no later than one (1) month before the scheduled departure; the Chief Student Affairs Officer or Chief Academic Officer may provide exemptions to the deadline at his/her discretion. Approval will be confirmed when the Chief Academic Officer or Chief Student Affairs Officer signs the [Off-Campus Student Travel Approval Form](#). Once approved, file the [Off-Campus Student Travel Approval Form](#) with the College’s Office of Public Safety as well as the Chief Academic Officer or Chief Student Affairs Officer in the event of an emergency during the trip. The [Off Campus Student Travel Approval Form](#) shall include destination, location of accommodations, departure and anticipated return date and time, mode of transportation, local contact information as well as the cell phone number of the trip sponsor, trip chaperone, or trip contact person, as applicable.

[^1]: CUNY Board of Trustees Bylaws, [http://policy.cuny.edu/toc/btb/](http://policy.cuny.edu/toc/btb/)
b. After the trip is approved by the Chief Academic Officer or Chief Student Affairs Officer, collect a signed and notarized (see below if notarization is necessary) Off-Campus Activity Participation, Waiver, and Emergency Form from each student no later than two (2) weeks before the trip, activity, or event. By completing this form, all students traveling indicate that they understand and agree to comply with the Henderson Rules of Public Order\(^2\), acknowledge all risks associated with participation, and release the University from liability. Trip sponsors must collect signed Off-Campus Activity Participation, Waiver, and Emergency Forms from all students participating in the activity or event. Students under the age of 18 participating in an activity or event with no overnight stay are required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver, and Emergency Forms. Students under the age of 18 participating in an activity or event with an overnight stay are required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver, and Emergency Forms in the presence of a notary. Students 18 and older participating in an activity or event (whether it has an overnight stay or not) are not required to have a parent or guardian sign the Off-Campus Activity Participation, Waiver and Emergency Forms nor are they required to have it notarized. Failure to supply the information required in a timely fashion shall affect the student’s eligibility to participate.

c. Signed copies of the Off-Campus Student Travel Approval Form and the Off-Campus Activity Participation, Waiver, and Emergency Form shall be kept on file by the sponsoring department or organization for six (6) years after the event has ended.

d. Trip sponsors must provide both their respective departments and campus Office of Public Safety a list with the names of all travelers, emergency contact information, contact numbers, and dates of travel prior to departure. Departments are the primary contact during normal business hours, and Public Safety is the primary contact after hours.

e. Identify special requirements or skills required for everyone’s participation on the trip for any specific activities to be undertaken. Discuss candidly participants’ physical abilities and the inherent risks of the proposed activities. The University expressly prohibits trips involving high risk activities such as bungee jumping, whitewater rafting, or technical mountain climbing that can put participants in danger, and no one is authorized to approve of such trips as sponsored trips. Trip sponsors are required to scrutinize proposed activities or events involving water (such as swimming or water sports), animals (such as horseback riding or farm animals) or vehicles (such as bicycle riding or scooters) regarding the relevance of those activities to the trip’s purpose and are required to provide justification for having them.

f. Check the weather forecast for the location that you are traveling to and remind all participants to pack appropriately.

g. Give consideration to the lodging and overnight accommodations for the trip, such as hotels and the residence halls/dormitories of universities. The accommodation must be safe and secure. It is recommended that all lodging be vetted through personal site visits by the trip sponsor, if possible. If the trip sponsor or staff has not previously used or seen the accommodation, he/she should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (including making inquiries regarding the experience of other colleges and universities) during the planning phase. The following questions should be considered when planning safe housing arrangements: Will students be able to get out quickly in case of fire? Are there smoke alarms present? If the program takes place in a region prone to earthquakes, are the structures built to withstand them? Is there appropriate security present? Will students have adequate quiet places to study?

h. Identify any potential hazards related to the trip such as excessive heat, insect-borne diseases, wild animals in the area, hazardous plants or terrain in the vicinity, etc.

i. Identify local resources for emergencies such as medical care or other local contacts as necessary. Anticipate and plan for emergencies such as theft, illness, vehicle breakdowns, accidents, inclement weather, vandalism, missing persons, etc. The trip sponsor and home college administrators are required to develop processes to determine the best course of action in response to various unanticipated situations and emergencies. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group needs to evacuate the area? What will you do if a member of the group is a victim of a crime or is injured? What will you do if a participant cannot be located?

5. PRE-TRIP COMMUNICATIONS
The trip sponsor shall communicate with all trip participants via a pre-trip meeting, email, or other written means the planned itinerary, behavioral expectations (see section 7), transportation, and accommodation details so that all trip participants are aware of what they can expect. Trip sponsors are to review with trip participants the following, as applicable:

a. Remind all students to carry any personal medications that they require, health insurance cards and emergency contact information at all times. Remind participants to be mindful of any prescription drug or over-the-counter medication program they take, and plan with their medical provider to ensure an adequate supply for the duration of the trip.

b. Advise trip participants to voluntarily disclose any disabilities, problems, or health issues that may need to be accommodated during the trip. For programs requiring an application process, the medical and health disclosure should take place only after the participant gains acceptance to the program. Trip sponsors shall collect sensitive information and maintain it in a sealed envelope to ensure privacy and confidentiality with disclosure to the trip chaperone or his/her designee only if necessary. For example, the program will be better able to serve the needs of participants who disclose that they are asthmatic, diabetic, or experience particular drug and food allergies prior to departure.
c. Advise trip participants that traveling can cause psychological stress, especially as the participants’ daily routine is likely to change. Trip sponsors should inform participants about sleeping adjustments, change of diet, possible lack of exercise, homesickness, loneliness, and cultural differences. When participants are placed in dorms or hotels with roommates, the adjustment to sharing close quarters may be significant. Trip sponsors should encourage participants to find a constructive outlet to understand and work through any possible uneasy feelings or frustrations.

d. Advise trip participants that food and water-borne illness is a common ailment for travelers and that careful attention to food and drink can prevent sickness. Often, diarrhea results from ingesting food or drinks that contain contaminated particles. Advise student participants if the water supply at the location is potable and if water needs to be treated before drinking it or using it for teeth-brushing. Remind trip participants that food prepared without proper hand washing and food that is sitting out and exposed to flies and bacteria or unrefrigerated for a period of time may become contaminated.

e. Remind student participants to take the necessary precautions during times of extreme temperatures or weather conditions. For instance, when it is hot, participants should stay hydrated and wear light and light-colored clothing and use sunscreen if there is a lot of sun exposure.

f. Remind trip participants to be vigilant of their surroundings. For example, while on the trip, trip participants should continue to use their safety skills from living in New York City: not travelling or going out alone, being careful at night, etc. Provide trip participants with information about safe and unsafe neighborhoods in and around the destination site(s).

g. Advise trip participants that valuables either should not be brought along on the trip or should be secured at all times; discourage participants from bringing large amounts of cash and remind them to secure wallets and purses to avoid pick pocketing.

6. METHODS OF TRANSPORTATION
When traveling, all trip sponsors shall observe the following transportation guidelines:

a. Work with the campus business office to ensure insurance coverage is adequate and insurance is appropriately identified.

b. Utilize commercial transportation whenever possible (e.g., Amtrak, Greyhound, etc.).

c. Consult the University’s Fleet Management Policy for appropriate requirements if college vehicles are being utilized. Be reminded that only University or affiliated entity employees who meet the minimum requirements defined by the Fleet Management Policy are permitted to operate University-owned vehicles.

d. Rented vehicles may be utilized for sponsored trips only with the prior approval of the appropriate college official; only those employees that meet the minimum requirements under the Fleet Management Policy may drive rented vehicles.
e. Trip sponsors and/or chaperones should not drive personal vehicles for University business unless no commercial transportation could be arranged, no pool vehicle is practically available, or in case of emergency. Employees who use their personal vehicles for University business must comply with all Fleet Management Policy requirements and maintain the minimum statutory automobile liability limits as required by the State in which the vehicle is registered. Certificates of insurance verifying these minimum limits may be requested and must be provided upon request. Trip sponsors must remind all trip participants choosing to ride in a private automobile that they do so voluntarily and at their own risk. The University does not insure or accept liability for any damage, loss, or injury resulting from the use of or riding in a private vehicle.

7. STUDENT BEHAVIOR
Trip sponsors shall inform students that they are asked to abide by the following behavioral expectations:

a. Students are representatives of CUNY whenever they participate in a sponsored trip or an off-campus activity that is funded or sponsored fully or in part by the University or one of the Colleges. As such, the students’ behavior at off-campus activities is reflective of their College/University, and, therefore, students are expected to conduct themselves appropriately and comply with applicable University policies, procedures, rules and regulations. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Article XV of the CUNY Board of Trustees Bylaws.

b. All trip participants are required to: (a) comply with the standards set forth in the Henderson Rules of Public Order; and (b) conform their conduct to the standards and cultural norms surrounding the trip and assume responsibility for their own actions. Trip participants need to be aware and understand that the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus or at home, and be aware that compliance is important to the success of the trip and to the University's willingness to permit future similar activities.

c. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College/University shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with university rules and regulations, the direction of college/university employees, or applicable laws.

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3 CUNY Board of Trustees Bylaws, Article XV, http://policy.cuny.edu/toc/btb/
d. All trip participants are reminded that sponsored trips are a “CUNY-sponsored activity” and that the CUNY Drug and Alcohol policy states: "The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited" [http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf].

Drug and alcohol abuse and misuse will not be tolerated on sponsored trips. Violation of CUNY regulations or policies may result in immediate dismissal from the trip and academic and/or disciplinary action upon return to campus.

e. CUNY is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, including sexual harassment. CUNY does not tolerate sexual harassment; it is demeaning, offensive, illegal, and prohibited by University policy. For more information on the University’s Sexual Harassment Policy, please visit [http://www.cuny.edu/about/administration/offices/ohrm/pdlm/programs/sexual-harass-prevent.html].

f. Trip participants should review Section 5: Pre-Trip Communications and familiarize themselves with the personal safety tips therein.

8. TRIP CHAPERONE EXPECTATIONS
Trip chaperones have many responsibilities before, during, and after the sponsored trip while at CUNY, while en route, and while at the destination of the sponsored trip. The trip chaperones shall:

a. exchange emergency contact information (phone numbers and email addresses) with trip participants;

b. be available and on-call at all times (24/7) during the sponsored trip to respond to trip participant concerns and problems as needed and in the immediate 48 hours before scheduled departure date(s) of the trip;

c. at all times (24/7) during the sponsored trip possess, in hand, an Off-Campus Travel Approval Form, a full set of student participant Off-Campus Activity Participation, Waiver, and Emergency Contact Forms and leave copies of said forms and sheets with a designee at the CUNY institution;

d. serve as the official university representative in cases of emergency;

e. coordinate emergency response and all communications between and among the college, the university, and the relevant persons and organizations on-site;

f. notify authorities at the local site immediately in the event that one or more trip participants cannot be accounted for or is missing;
g. ensure students receive medical attention by trained professionals in case of a medical emergency;\(^5\)

h. be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, HIPAA, and the Clery Act; and

i. conduct all appropriate follow-up activities, such as completing an incident report.

If no trip chaperone is required for the activity or event and the trip sponsor will not be accompanying the participants, then the trip sponsor will designate a trip contact person who will be available to the students at all times during the travel and activity. The name and phone number for the trip contact person must be included on the *Off-Campus Student Travel Approval Form*.

9. **EMERGENCY PROCEDURES FOR TRIP SPONSORS AND CHAPERONES**

As applicable, trip sponsors and trip chaperones shall:

a. be required to make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for the organization of educational trips;

b. be prepared to contact (have contact information on person) and notify the appropriate campus service providers to timely address and handle university response;

c. contact local police or law enforcement to report theft, vandalism, or any other criminal activity;

d. contact the local emergency medical provider for medical emergencies;

e. contact the Chief Academic Officer, the Chief Student Affairs Officer, or the Office of Public Safety for emergencies;

f. complete any accident or incident reports within 24 hours;

g. report all injuries or illnesses to the Chief Academic Officer or Chief Student Affairs Officer, as appropriate. In the event that a participant is severely injured, requires hospitalization or experiences another event that requires a substantive change to the itinerary, contact the Chief Academic Officer or the Chief Student Affairs Officer to determine the best course of action. Trip chaperones must not leave a hospitalized student behind without program assistance.

h. report vehicle accidents to local police or law enforcement departments and to the appropriate campus officials;

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\(^5\) *NAFSA’s Guide to Education Abroad For Advisers and Administrators* says, “Unless program directors and local staff are fully trained and certified in advanced first aid or licensed medical specialists, they should not provide medical services during a program except under the gravest and most critical emergency circumstances. All participation agreements should include language allowing program staff to apply first aid as a last resort before the arrival of emergency medical personnel.” *NAFSA: Association of International Educators, NAFSA’s Guide to Education Abroad For Advisers and Administrators.* Washington, DC, 2005, p. 578.
i. be prepared to contact appropriate service providers;

j. notify authorities at the site in the event that one or more students are missing or cannot be accounted for at the destination site. If, following an immediate search, the student(s) cannot be located, the trip sponsor/chaperone shall contact local police and a senior college administrator and shall make every effort to reach the student’s emergency contact. A trip sponsor/chaperone should remain at the site until all students are accounted for. The trip sponsor/chaperone in consultation with college officials shall determine whether other students should leave the site. Emergency contacts should be notified and kept updated as to the status of the search for the missing student(s).
CUNY OFF-CAMPUS STUDENT TRAVEL APPROVAL FORM

The Off-Campus Student Travel Approval Form must be completed by the Trip Sponsor and submitted to the Chief Student Affairs Officer for student organization travel or to the Chief Academic Officer for academic (class) related travel a minimum of one (1) month prior to travel. All organized travel is expected to follow the CUNY Student Domestic Trip and Travel Guidelines. These Guidelines can be found at http://www.cuny.edu/academics/programs/international/faculty.html. This Form must be approved by the Chief Student Affairs Officer or the Chief Academic Officer in order for travel to commence.

To Be Completed by the Trip Sponsor.

Type of Trip: ☐ Academic Field Trip ☐ Student Organization Travel ☐ Other: __________________________
If the trip is Academic, identify the Course and Section: _____________________________________________
Trip Sponsor Name: ____________________________ Status (circle one): Faculty Staff
(please print legibly)
Title of Trip Sponsor: __________________________________________________________
Name of College: _________________________________________________________________
Are you a club officer? ☐ Yes ☐ No If yes, which office: ________________________________
Cell Phone: ( ) ________________________________
Alternative Phone: ( ) ________________________________
Email: _______________________________________
(most frequently checked email address)
Will the trip sponsor be accompanying participants on the Travel/Event/Activity?: ☐ Yes ☐ No
(If you responded “No”, please fill out the next page to provide the contact information for the Trip Chaperone or Trip Contact Person.)
All college sponsored/affiliated trips are required to be accompanied by a trip chaperone as outlined in the Domestic Trip and Travel Guidelines unless otherwise exempted. If the chaperone is different from the trip sponsor, please complete the following information. If you have more than one chaperone, please attach an additional page with complete information. If there is no chaperone, provide the information for the trip contact person.

Trip Chaperone/Trip Contact Person (circle one):

(Please print legibly)

Title of Trip Chaperone/Trip Contact Person: __________________________________________

Name of College: __________________________________________________________________

Are you a club officer?  ❑ Yes  ❑ No   If yes, which office: ________________________________

Cell Phone:   (   ) _________________________________________________________________

Alternative Phone:   (   ) ____________________________________________________________

Email: _________________________________________________________________

(most frequently checked email address)

Approval (Signatures Required)

By signing, I certify I have read the Domestic Trip and Travel Guidelines and agree that the proposed activity satisfies all requirements.

________________________________________
Name of Trip Sponsor

________________________________________
Signature of Trip Sponsor                     Date

The attached Off-Campus Student Travel Approval Form is hereby approved by the Chief Academic Officer or Chief Student Affairs Officer.

________________________________________
Name of Chief Academic Officer or Chief Student Affairs Officer

________________________________________
Signature of Chief Academic Officer or Chief Student Affairs Officer                     Date
Destination of Travel/Event/Activity:

Description of Travel/Event/Activity:

Purpose of Travel:

Number of Students:

Dates of Travel:

Transportation (Check all that apply): ☐ Car Rental ☐ Train ☐ Plane
☐ University Vehicle ☐ Contracted Bus Service
☐ Other

Transportation Details (Please provide relevant details): Driver’s Name:

DMV Number of Driver: Rental Service:

Name of Bus/Train/Airline Co.: Flight/Train Number(s):

Will the travel require overnight lodging? ☐ Yes ☐ No
(If yes, please complete the next section.)

Name of Accommodation:

Type of Accommodation: ☐ Hotel ☐ Hostel ☐ College Residence Hall
☐ Retreat Center ☐ Personal Home ☐ Conference Center
☐ Other

Phone: Address:

City: State: Zip:

* Attach additional sheets as necessary.

Please attach a complete trip itinerary and any other relevant attachments.
CUNY OFF-CAMPUS ACTIVITY PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM (DOMESTIC TRAVEL)

This form has been developed by the CUNY Office of the General Counsel (OGC) and shall not be altered or adapted except in the answerable fields without the approval from OGC.

PART A - To be completed by the Trip Sponsor and then distributed for completion by participating students

Description of Activity

College (“College”) of The City University of New York believes that participation in organized, off-campus activities by its students can be an important part of a student’s learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this Off-Campus Travel Participation, Waiver, and Emergency Contact Form and submit it to the Trip Sponsor prior to the Activity.

Description of Activity: 

Destination of Activity: 

Date(s) of Activity: 

Name of Trip Sponsor: 

Affiliation of Trip Sponsor to College/University: 

Name of Trip Chaperone or Trip Contact Person: 

Contact Telephone Number on Date(s) of Activity: 

PART B - To be completed and signed by the participating student and, if under 18, his/her parent or legal guardian

Participation, Waiver and Release, and Emergency Contact Information

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks and hazards not found in study at the College, including risks involved in traveling, and I have sought and obtained information and advice that I feel are necessary and appropriate. I am fully aware of and voluntarily assume the risks and hazards connected with participating, and I hereby voluntarily elect to participate in the Activity. I acknowledge, accept, and assume all such risks, whether or not foreseeable and whether or not caused by the negligent or intentional acts or omissions of others.

2. I understand that, although the University has made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them (“Released Parties”) for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses may be caused by the gross negligence or willful misconduct of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.
4. I will become informed of, and will abide by, all such laws and standards surrounding the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity may require a standard of behavior that may differ from that applicable on campus. I will comply with the University’s rules, standards, and instructions, for student behavior generally and for the Activity, including the College’s Code of Student Conduct and the Henderson Rules of Public Order (collectively, “standards”). I acknowledge and understand that my compliance is important to the success of the Activity and to the University’s/College’s willingness to permit future similar activities. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions.

5. I agree that the University has the right to enforce the standards and conduct described herein, in its sole judgment, and that it may impose restrictions, up to and including removal and termination from the Activity, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony and welfare of the College, the University, the Activity or other participants. If I am terminated from the Activity, I consent to going home at my own expense with no refund of fees.

6. I have or will obtain and maintain health, accident, disability, hospitalization, and travel insurance as I deem necessary to participate in the Activity, and I will be responsible for the costs of such insurance and for any expenses not covered by insurance.

7. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, injuries (including death), damages, or loss arising out of my failure to disclose such conditions or problems.

8. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances. I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.

9. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.

10. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.

11. I agree that should any provision or aspect of this Off-Campus Activity Participation, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.

12. This waiver and release represents my complete understanding with the College and the University concerning their responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

13. I am printing my contact information below:

   Name of Participant:  CUNY ID:  
   Local Address:  
   City:  State:  Zip:
14. I am printing my **emergency contact information** below:
   In case of emergency, notify:
   
   Name:
   
   Relationship:
   
   Phone numbers: day evening

15. Check one:
   
   I am at least eighteen years old.
   
   I am not yet eighteen years old, so I have secured the signature of my parent or guardian (see next page) as well as my own.

   **I wish to participate in the Activity, I have read and completed this Off-Campus Activity Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily.**

   Date: Signature: ________________________________

   *If participating student completing and signing this form is under the age of 18, then the following pages must be completed and signed by the student’s parent or legal guardian.*
If student is under the age of 18, then the student’s parent or legal guardian must complete and sign the following:

1. I am the parent or legal guardian of the student named above who signed above.

2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.

3. I understand that the student is expected to behave responsibly and to follow the University’s discipline code and policies.

4. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for the student.

5. I have read this Off-Campus Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by the student is accurate and complete.

6. I am and will be legally responsible for the obligations and acts of the student as described in this form, (including such parts as may subject me to personal financial responsibility),

7. I agree, for myself and for the student, to be bound by its terms.

_________________________________________  ______________________________________
Print First and Last Name of Parent or Guardian  Signature of Parent or Guardian

If student is under the age of 18 and the Activity includes overnight stay(s), then the parent or guardian’s signature must be notarized.

STATE OF ____________________________  ss.:
COUNTY OF ____________________________

On the .......... day of ......................... in the year ............... before me, the undersigned, personally appeared .........................................................., personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

_________________________________________
Notary Public
City University of New York

Executive Summary of Changes to the International Travel Guidelines

These revisions to the CUNY International Travel Guidelines (May 7, 2014) were undertaken with guidance from representatives of the International Education Offices at the Baruch College, College of Staten Island, Lehman College, and Queens College, and Student Affairs at Borough of Manhattan Community College and Brooklyn College, as well as the Office of Academic Affairs, the Office of Environmental, Health, Safety and Risk Management, the Office of General Counsel, and Student Life.

1. Structure
   a. Much of the content of the previous International Travel Guidelines carried over, but inconsistencies and redundancies were eliminated. The guidelines were fundamentally reorganized to allow easier navigation.
   b. Though it will initially be in PDF form like the previous International Travel Guidelines, the goal is to create a more user-friendly, web-based document that can be easily navigated by faculty, staff, and students. In particular, having a more accessible and user-friendly document will allow the university to put more responsibility on students and faculty to understand and follow these guidelines.
   c. Forms, including waiver forms and checklists, will be provided through hyperlinks for ease of accessibility.

2. Process
   a. The revised International Travel Guidelines clarify division of responsibilities with international programming. Trip approval at the university level is focused on risk management, as a final step after a more comprehensive review encompassing academic and risk considerations has been concluded at the campus. University review takes place after the college completes its process and has secured approval from the Responsible Executive Officer on each campus (Chief Academic Officer at all undergraduate colleges). Responsible Executive Officers must approval all trips (credit and non-credit) on their campuses before the final stage of University review can begin.
   b. The new guidelines (1) allow colleges to use alternate travel insurance policies under limited circumstances, and (2) create a definition of “substantial equivalence” (to CUNY’s approved travel insurance policy) that colleges are responsible for evaluating. Under appropriate circumstances, this will eliminate the burden of purchasing redundant insurance, and can also improve safety by allowing third-party providers and exchange partners to use the policy they are most familiar with. The revision also defines when a new standalone security evacuation policy available through CUNY’s international travel insurance vendor can be used to supplement an alternate policy.

3. Travel Warnings
   a. The new guidelines include a new waiver process for international travel to countries under a State Department or CDC travel warning. Previously, all travel to these
locations was forbidden, and longstanding programs to popular destinations (e.g., Israel) were forced to operate in the breach. Although the International Travel Guidelines still forbid this type of travel, it now creates a process for appeal.

b. The Guidelines’ discussion of travel warnings in general and this waiver process in particular have been aligned with major changes in the Department of State travel warning (“advisory”) system introduced in January 2018. Because this system includes high-level advisories (usually for specific locations) within countries with an overall low-level advisory, we use the term “differentiated warning” to highlight that such destinations are also subject to the do-not-travel rule, and thus to the petition requirement.

c. Now that the Department of State no longer uses the term “travel warning”, we are using it to describe any Department of State advisory or CDC notice that triggers CUNY’s do-not-travel rule. This varies depending on who is traveling and the circumstances of travel, summarized in Table D. Two of the most important principles are:

i. Trips with undergraduates are not eligible for the travel warning waiver petition process if a level 4 Department of State advisory or a level 3 CDC travel notice is in effect.

ii. In light of the addition of the Medical School and the freestanding SPH, level 3 CDC travel notices are eligible for the petition process for graduate students and CUNY employees. However, given the severity of these warnings, these petitions must be forwarded by OEHSRM and OAA to the Chancellor’s office for final approval.

4. Other updates

a. Experience with the International Travel Guidelines shows there was confusion about how broadly they apply, especially for non-credit programs, student-organized trips, and independent travel. The new guidelines clarify commonly raised issues. For example:

i. Student organizations are responsible for following the Guidelines, with guidance from the College Office of Student Affairs. Trip proposal, risk management reporting and travel insurance requirements apply to these trips.

ii. Fundraising should not be done in CUNY’s and/or a college’s name without prior approval.

iii. It is students’ responsibility to report their independent travel to responsible parties at their colleges.

b. The revised version guides users to new web-based tools for students, staff and faculty to self-report independent travel (CUNY-GO).

c. The new guidelines are up-to-date with current requirements of Title IX, Enough is Enough, and travel-related health issues such as the Zika Virus. It also provides orientation materials and highlights required resources.

As a policy document that must respond to emerging developments, the International Travel Guidelines will continue to be amended as the need arises through collaboration between the Offices of Academic and Student Affairs; the Office of Environmental Health, Safety and Risk Management; and the Office of General Counsel. Campus stakeholders will be identified and consulted based on the issue.
FINAL DRAFT

CUNY International Travel Guidelines

REVISED March 16, 2018
## Table of Contents

I. **Introduction**  
   A. **Policy Basis and Purpose**  
   B. **Core Concepts and Principles**  
      1. What trips does the ITG address?  
      2. Who is covered by the ITG?  
      3. Types of trips covered by the ITG  
         a) **CUNY Trips**  
         b) **Independent Trips**  
      4. International trips not covered by the ITG  

II. **Student Requirements and Responsibilities**  
   A. **Students on CUNY Trips**  
      1. Before Departure  
      2. While Abroad  
         a) **Behavioral standards**  
            1) General expectations  
            2) **CUNY Drug and Alcohol Policy**  
            3) Sexual Misconduct, including Harassment and Assault  
            4) **High Risk Activities/Driving**  
         b) **Disciplinary procedures**  
      3. **Student responsibility for pre- and post-CUNY Trip travel**  
   B. **CUNY Students on Independent Trips**  

III. Requirements and Responsibilities of Traveling Faculty/Staff  
   A. **Faculty/Staff Traveling Abroad with Students**  
   B. **Faculty/Staff Traveling Abroad without Students**  

IV. Oversight of CUNY Trips Abroad  
   A. **Executive Oversight of CUNY Trips**  
   B. **Operational Oversight**  
      1. **Planning Responsibilities of Campus Directors**  
         a. Registration and Financial Management  
         b. **Insurance Coverage**  
         c. Communication Tree and Emergency Protocol  
         d. Logistical Arrangements  
         e. Notice to Exchange Partner or Program Provider  
         f. Orientation  
         g. Collaborate with Student Organization Officers Planning Trips  
      2. **Planning Responsibilities of Field Directors**  

V. **CUNY Trip Approval**  
   A. **Purpose**  
   B. **REO Approval**  
   C. **Trip Planning**  
   D. **Risk Management Plan**  
   E. **Travel Warnings**  
   F. **High Risk Activities**  
   G. **Defined Leadership**  
   H. **Field Directors**  
   I. **Conflicts of Interest**  
   J. **Friends and Family**
VI. Pre-Departure Requirements for Approved CUNY Trips
   A. Pre-Departure Orientation
   B. Enroll All Participants in CUNY's CISI Travel Insurance Plan
   C. Mandatory CUNY-GO Registration (Terra Dotta)
   D. Monitor State Department Travel Warnings and CDC Travel Notices
   E. Collect Waivers
   F. Group STEP Registration
   G. Title IX Policy and Sexual Misconduct
   H. Follow CUNY Rules on Purchasing and Agreements

VII. Field and Campus Director Expectations During Trips
   A. General Expectations
      1. Be available 24/7
      2. Keep records
      3. Reinforce participant behavior standards during trip
      4. Follow University and applicable state and federal policies
   B. During an Emergency Abroad
      1. Coordinate with appropriate local authorities and contacts
      2. Ensure qualified medical care
      3. Communicate with College and CUNY officials
      4. Locate missing participant(s)
      5. Support participants who cannot continue to travel
      6. Prioritize student well-being
      7. Anticipate stress/psychological responses to trauma
      8. Provide updates to campuses with participants
      9. Document all incidents

VIII. Appendices
   A. Tables
      1. Table A: Overview of Key Trip Requirements
      2. Table B: Responsible Executive Officers
      3. Table C: CUNY Trip Approval Process
      4. Table D: Travel Warnings and CUNY Trips
   B. Forms
      1. CUNY International Group Trip Proposal Form
      2. CUNY International Travel Participation, Waiver and Emergency Contact Form
         ("release form" for group travel)
      3. CUNY Independent Travel Notification, Waiver and Emergency Contact Form
         ("release form" for independent travel)
      4. CUNY International Travel Warning Waiver Petition Form
      5. CUNY Release Agreement for Activities in a Country under a Travel Warning
      6. Incident Report Form
      7. Emergency Card Template
   C. Resources
      1. Understanding Title IX Guidelines While Abroad: A Student Guide
      2. Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students
      3. Recommendations for Travelers to Regions with Zika and Other Mosquito-Borne Diseases
      4. Checklist for CUNY International Trip Orientations ("Orientation Checklist")
      5. Student Checklist for International Travel

IX. FAQs
X. Glossary
I. Introduction

A. Policy Basis and Purpose

These updated CUNY International Travel Guidelines (“Guidelines” or “ITG”) are issued by the Office of Academic Affairs; Office of Environmental, Health, Safety, and Risk Management and the Office of the General Counsel, pursuant to the Board of Trustees Policy on International and Domestic Travel Guidelines for Safety and Risk Management, adopted as Calendar Item 4.A. at the Board's meeting on 28 November 2011.” Revised September 22, 2017.

The ITG communicate the standards and procedures of The City University of New York (“CUNY” or “University”) for travel abroad by CUNY faculty, staff and students, and to provide guidance to CUNY faculty, staff and students planning, supporting and undertaking travel abroad. A principal goal of the ITG is to ensure that international trips with a connection to CUNY and in which students, faculty, and/or staff participate, whether on an academic, co- or extra-curricular basis, are planned in a way to mitigate foreseeable health and safety risks. Therefore, in addition to study abroad, the ITG address trips abroad organized by organizations through Student Affairs and Student Athletics (volunteer opportunities, athletic competitions, etc.), and applicable independent travel (e.g. for internships, research, conferences, etc). They also outline requirements for CUNY faculty and staff traveling with and without students and other international trips organized under CUNY auspices.

Non-Compliance. Violations of the ITG may result in disciplinary action pursuant to Article XV of the CUNY Board of Trustee Bylaws, if applicable, or applicable collective bargaining agreements. If a trip coordinated by a student organization is found in violation of the ITG, the organization and its officers may also be subject to disciplinary action pursuant to Article XV.

While the ITG cover many different areas, they may not provide clear guidance for every specific case. If you are uncertain which requirements apply to a trip you are planning after consulting with your Study Abroad Office or International Education Liaison, contact global@cuny.edu.

The ITG will be periodically updated; users should refer to the online version for the most current standards. Questions on interpretation and suggestions should be submitted to: global@cuny.edu.

The ITG do not cover issues relating to the administration of student tuition and fees for international trips and programs. These issues are addressed in the CUNY Tuition and Fee Manual (Part III – Tuition, Section G – Guidelines Governing International Programs).

B. Core Concepts and Principles

1. What trips do the ITG address?

The ITG cover group and individual travel that takes place outside the United States (trips to Puerto Rico and other U.S. territories and protectorates are considered outside the United States and are covered by the ITG), and meets at least one of the below criteria:

   a. **CUNY Trips**

      1) The travel is organized by a University or college unit, office, department, or division, or by a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator in the course of his or her duties to CUNY; or
2) The travel is funded by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation; and

b. Independent Trips
   1) The travel is organized or entered into independently by a CUNY student and has a direct connection to her or his program of study (e.g. internship, research, conference presentation, or non-CUNY study abroad program), or

   2) The travel is organized or entered into independently by a CUNY faculty member or administrator and has a direct connection to his or her teaching, research and/or administrative activities at CUNY.

All travel under the ITG takes place abroad (including Puerto Rico and other U.S. territories and protectorates); for domestic travel, consult the Domestic Travel Guidelines.

2. Who is Covered by the ITG?

   The ITG cover:

   a. CUNY undergraduate and/or graduate students, whether or not degree-seeking and/or matriculated. An individual participating in an international trip through a Continuing Education program is considered a CUNY student for the duration of the trip and is therefore subject to these Guidelines. The requirements for students vary depending on whether the trip is a CUNY Trip or an Independent Trip.

   b. CUNY faculty and staff, as long as their travel has a connection to their employment at CUNY. However, the requirements vary according to whether they are traveling with students and whether the trip is a CUNY Trip or an Independent Trip. Faculty and staff traveling without students but in a group organized under CUNY auspices are on a CUNY Trip and are required to follow the same requirements as employees traveling with students.

   c. Individuals not otherwise covered by a. or b. above whose affiliation with CUNY is limited to their participation in a CUNY Trip are also considered “CUNY students” for the duration of the trip and are subject to these Guidelines.

3. Types of trips covered by the ITG

   a. CUNY Trips, i.e. individual and group trips that meet the criteria in I.B.1. a. and/or b. above, including trips organized, sponsored and/or funded by CUNY, a college, or a recognized student organization, and involving students, faculty, and/or staff. Groups trips must be approved by the College Responsible Executive Officer (REO) and have a designated Campus Director and (if applicable) Field Director.

   Examples of individual and group trips covered by the ITG include:

   • Study abroad (trips on affiliated, exchange and faculty-led programs)
   • Athletic team travel
   • Trips and activities of recognized student organizations and clubs
   • Course-related field trips
• Faculty-organized trips not directly related to a particular course
• Group research projects and activities
• Group volunteer experiences and service trips

Special note about student organization trips: Student organization trips are proposed and planned by a student organization in coordination with a Campus Director. However, unlike most CUNY Trips, it is primarily the responsibility of the student organization officers to investigate the organization providing trip services. The Campus Director is responsible for ensuring that student organization trips adhere to the ITG in terms of appropriate destinations, travel insurance, risk management reporting and other standards, but CUNY cannot offer the same level of scrutiny for travel through student organizations that it does for CUNY Trips organized by CUNY staff and faculty. Therefore:

• Students should approach offers to organize a group trip with caution, especially if they offer clinical or other professional experience that would not be possible in the U.S. Trips emphasizing volunteer service/humanitarian goals should be scrutinized in terms of the participants’ ability to provide meaningful assistance in light of their qualifications, and in terms of their ability to employ safety procedures (e.g. infection control) in that setting.
• Student organization officers must accept a higher degree of responsibility for scrutinizing the quality of the trip’s organization and safety standards.
• When a trip includes opportunities to gain clinical experience, student organization officers should use the standards outlined in the Global Ambassadors for Patient Safety (GAPS) Workshop offered by the University of Minnesota to assess the advisability of the trip.
• Participants and where applicable their families should do their own research to determine if the trip’s safety standards are consistent with their expectations.
• Participants in trips with opportunities to gain clinical experience should be required to complete the online GAPS Workshop before departure.
• Student organization officers should avoid conflicts of interest in recruiting trip participants and may not accept free or discounted travel in exchange for meeting a recruitment quota.

Fundraising vehicles for student organization trips, including crowdfunding sites, must not mention CUNY or the College without explicit permission from the College REO and must comply with CUNY’s Fiscal Accountability Handbook. These funds must be deposited with and administered by the college association.

b. Independent Trips are trips undertaken by a CUNY student, faculty or staff member that meet the criteria in 1.B.1 above, but are outside of the parameters of a CUNY Trip. Students on Independent Trips with a direct connection to their program of study (research, internships, conference and credit-bearing opportunities abroad) and without the funding associated with a CUNY Trip and faculty and staff whose Independent Trips directly relate to their teaching, research and/or administrative duties are subject to these International Travel Guidelines. (Research, internships, and conference travel sponsored by CUNY or a CUNY college or student organization are CUNY Trips).

Students on Independent Trips subject to the ITG must follow these requirements.
Faculty and staff on Independent Trips subject to the ITG must follow these requirements and recommendations. Faculty and staff travel with at least one student is automatically a CUNY Trip.

4. International Trips Not Covered by the ITG

The ITG do not apply to students, staff or faculty who travel internationally primarily to participate in activities that are unrelated to CUNY (e.g. vacation, family visits). Note that a relationship to CUNY may exist outside of credit-bearing activities (see What Trips do the ITG Address?).

II. Student Requirements and Responsibilities

1. Students on CUNY Trips

1. Before Departure

Before departure, all participants must participate in all mandatory orientation events, submit all required paperwork, and, if not purchased on their behalf by the office coordinating the trip, purchase the appropriate CUNY CISI insurance policy for the full duration of their program abroad.

Exemptions from the CUNY CISI insurance policy requirement may only be granted for participants in exchange programs and affiliated programs that offer insurance policies that meet the substantial equivalence standard. The Campus Director of the program is responsible for evaluating alternate policies for substantial equivalence and for verifying enrollment of all participants before departure in whichever policy is deemed appropriate.

2. While Abroad

a. Behavioral standards

1) General expectations

Participants are representatives of their colleges and of the University, New York City, New York State, and the United States whenever they participate in a CUNY Trip. As such, students are expected to conduct themselves appropriately at all times, from departure to return. Students are expected to comply with applicable University policies, procedures, rules and regulations, as well as local laws and customs. Violations may subject participants to disciplinary action pursuant to applicable University disciplinary processes, if any, including Article XV of the CUNY Board of Trustees Bylaws. If a trip coordinated by a student organization is found in violation, it and its officers may also be subject to disciplinary action pursuant to Article XV or other applicable procedures.

2) All CUNY Trips must conform to the CUNY Drug and Alcohol Policy

Violation of local laws and/or the CUNY Drug and Alcohol Policy may result in immediate dismissal from the program and academic and/or disciplinary action upon return to campus. This means that the purchase and consumption of alcohol by anyone under the age of 21 while participating in official CUNY Trip activities is prohibited, even if local laws and customs permit such activities by younger individuals. Drug use abroad can result in severe legal and judicial consequences abroad, including arrest and imprisonment in that country.
3) Sexual Misconduct

The University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment. As explained in CUNY’s Policy on Sexual Misconduct, the University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, the University does not tolerate sexual misconduct, including sexual harassment or sexual assault, committed by trip participants (students, faculty, or staff), whether at the home campus or while abroad.

All trip participants must review Understanding Title IX Guidelines While Abroad: A Student Guide, which is distributed during orientation. If a student is a victim of sexual misconduct during a CUNY Trip, the student is entitled to support from trip staff on site. After the student returns to their home campus, the college will ensure that these supportive measures will continue. While abroad, students have the right to advice from local consular personnel with knowledge of the local criminal justice system. If a CUNY faculty or staff member is not on-site, the student should reach out to their home campus’ Title IX Coordinator, Public Safety Officer, or the Chief Student Affairs Officer. These individuals are tasked with making sure that the appropriate offices at the college are informed of an incident of alleged sexual misconduct and will coordinate to ensure a timely and appropriate response.

As described in Understanding Title IX Guidelines While Abroad: A Student Guide, CUNY will use its best efforts to handle allegations of sexual misconduct on an international trip in the same manner that it handles allegations of sexual misconduct on campus. Due to logistical limitations, CUNY is not always able to investigate incidents that are alleged to have occurred during international travel during the same time frame or in the same manner that it investigates incidents that are alleged to have occurred on campus. However, to every extent possible, CUNY will offer and provide interim supportive measures to the individuals involved.

A CUNY Trip participant who experiences or observes sexual misconduct while under the influence of drugs or alcohol should seek medical help and report the incident. The participant will not be disciplined for the drug/alcohol use in accordance with the CUNY Drug and Alcohol Use Amnesty Policy.

4) High-Risk Activities/Driving

Participants are prohibited from engaging in high-risk activities that do not relate to their educational program, such as bungee-jumping, sky-diving, whitewater rafting, etc., even in their free time. If in doubt about whether a specific activity would qualify as a prohibited “high-risk” activity, consult with the Field Director. Coverage under CISI insurance for injuries or death sustained during high-risk activities is not guaranteed, and coverage of injuries sustained under the following conditions is explicitly excluded:

- “War or any act of war, whether declared or not”
- “While riding as a pilot, student pilot, operator, or crew member, in or on, boarding or alighting from, any type of aircraft”
- “While taking part in mountaineering where ropes or guides are normally used; hang gliding; parachuting; bungee jumping; racing by horse, motor vehicle, or motorcycle; parasailing”
- “While participating in professional athletics.” (CISI CUNY Plan Description of Coverage)
Operating a motor vehicle abroad is prohibited; students who decide to operate a motor vehicle against CUNY policy do so at their own risk, and their coverage under CISI insurance cannot be guaranteed. Faculty and staff are also prohibited from driving motor vehicles while abroad with students. Transportation in private motor vehicles must be carried out by locally licensed drivers engaged by a reputable company.

b. Disciplinary procedures

CUNY Trip participants are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.

All trip participants are required to (a) comply with the standards set forth in the Henderson Rules of Public Order; (b) comply with United States laws and the laws of New York State and New York City (c) comply with the laws of the country abroad and the rules and regulations of the host institution; (d) assume responsibility for their own actions; (e) refrain from violating CUNY policies; and (f) adhere to the standards of the trip, understanding that the circumstances of an international activity may require a standard of decorum which may differ from that applicable on campus in New York.

Due to the circumstances of activities abroad, the Field Director may, in consultation with College administrators, dismiss a student from the trip at the student's own expense or take other remedial actions to address the behavior abroad, without credit or refund of any monies paid, for a documented violation of University or trip rules.

Depending on the violation, the student may also be subject to disciplinary action pursuant to applicable University disciplinary processes, if any, including Article XV of the CUNY Board of Trustees Bylaws upon return to campus, and possible sanctions may include suspension or expulsion from the home College and The City University of New York.

3. Student responsibility for pre- and post-CUNY Trip travel

CUNY is not responsible for travel undertaken by the student before or after CUNY Trip dates. Students are strongly encouraged to extend their travel insurance to ensure coverage for the full duration of their scheduled travel, and to maintain a current itinerary with the Smart Traveler Enrollment Program (STEP). Students should also directly register independent pre- and post-CUNY Trip travel in CUNY’s online travel registration system (CUNY-GO). Directions and links for undergraduate and graduate independent CUNY-GO registration are here.

2. CUNY Students on Independent Trips

CUNY students may enroll in non-CUNY programs, and may make independent plans to enhance their educational experience. When travel abroad has direct connection to a student’s program of study but is not funded or organized by CUNY, a CUNY college or student organization, it is the student's responsibility to follow the recommendations and requirements below. Travel primarily for leisure purposes or to visit family or friends, even if tangentially connected to a student’s program of study, is not covered by these provisions. For example, a student studying Mandarin who travels to Beijing for vacation is not subject to CUNY’s requirements for Independent Trips.

Required:
1. Register online with CUNY-GO (registration portals for independent undergraduate and graduate students are here).

2. Travel Warnings. If the destination is under a Department of State level 3/"reconsider travel” or 4/"do not travel" Travel Advisory (for part of the country or as a whole) and the student intends to earn academic credit during the trip and/or the trip is funded by CUNY, its colleges or student organization, submit the International Travel Warning Waiver Petition Form before making financial or other commitments to participate. It is the student’s responsibility to monitor both sources for travel warnings, both when preparing the Independent Travel Notification, Waiver and Emergency Contact Form and after its submission.

3. If the Department of State issues a level 3 or 4 Travel Advisory or the CDC issues a level 3 Travel Notice for the destination after this form has been submitted and before departure, the student must immediately suspend travel planning and submit the International Travel Warning Waiver Petition Form. Students planning Independent Trips should subscribe to the State Department's country update service before departure in addition to registering through STEP for the duration of travel. Students planning participation in non-CUNY academic programs must coordinate well in advance with their home campus Study Abroad Office or International Education Liaison. Students who participate in study abroad programs that are not pre-approved risk not receiving academic credit.

Recommended:
1. Procure CUNY’s travel insurance for the full duration of travel abroad. If the program requires a different plan, it is still strongly recommended that the student obtain the CUNY CISI travel insurance as well, since its coverage is typically more comprehensive. If your program offers coverage that is substantially equivalent except for security evacuation, you may purchase a security evacuation-only policy to supplement your coverage. Students who opt not to purchase the full CUNY CISI policy accept full responsibility for any gaps in coverage.

2. Register with the Smart Traveler STEP program. (U.S. citizens and nationals only; anyone may subscribe to country-based safety updates) Review of an Independent Trip by the REO is only required if travel is to a destination with a Travel Warning requiring the International Travel Warning Waiver Petition Form.

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Table A: Overview of Key Trip Requirements

<table>
<thead>
<tr>
<th></th>
<th>International Travel Guidelines apply to</th>
<th>CUNY CISI Insurance plan required</th>
<th>Risk Management reporting required</th>
<th>Pre-Departure Orientation required</th>
<th>Travel Warning Waiver Petition required if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliated</td>
<td>Yes</td>
<td>Yes, unless meets substantial</td>
<td>Yes (by Study Abroad Office/IE Liaison)</td>
<td>Yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

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<thead>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>equivalence</strong></td>
<td><strong>requirement</strong></td>
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<tr>
<td>Exchange</td>
<td>Yes</td>
<td>Yes, unless</td>
<td>Yes (by Study</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>meets substantial</td>
<td>Abroad Office/IE</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>equivalence</td>
<td>Liaison)</td>
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<tr>
<td></td>
<td></td>
<td>requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty-led</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (by Study</td>
<td>Yes</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Abroad Office/IE</td>
<td>yes</td>
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<td></td>
<td>Liaison). If trip</td>
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<td>organized directly</td>
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<td>by another office,</td>
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<td>it is responsible</td>
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<td>for all</td>
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<td></td>
<td></td>
<td></td>
<td>requirements.</td>
<td></td>
</tr>
<tr>
<td>Independent student</td>
<td>Yes</td>
<td>No (strongly</td>
<td>No (strongly</td>
<td>If credit-</td>
</tr>
<tr>
<td>trip (research,</td>
<td></td>
<td>recommended)</td>
<td>recommended, student</td>
<td>bearing, yes</td>
</tr>
<tr>
<td>internships,</td>
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<td>may attend</td>
<td></td>
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<tr>
<td>conference or</td>
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<td>orientation for</td>
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<tr>
<td>credit-bearing non-</td>
<td></td>
<td></td>
<td>CUNY programs)</td>
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<tr>
<td>CUNY trip without</td>
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<tr>
<td>CUNY, college or</td>
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<tr>
<td>student organization</td>
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<tr>
<td>funding)</td>
<td></td>
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<td></td>
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<tr>
<td>Student organization trip</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (by Student Affairs)</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty/staff trip</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (if not a faculty-led program, self-registration through CUNY-GO)</td>
<td>Yes</td>
</tr>
<tr>
<td>with student(s) or on a trip organized under CUNY/college auspices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/staff trip w/o students (organized and/or)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (by office coordinating trip)</td>
<td>No</td>
</tr>
</tbody>
</table>

If credit-bearing, yes
### II. Travel Policy

<table>
<thead>
<tr>
<th>funded by CUNY/college or involves officially representing CUNY)</th>
<th>or through CUNY-GO</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/staff trip w/o students (direct connection to duties but not organized or funded by CUNY/college and does not otherwise involve officially representing CUNY)</td>
<td>Yes</td>
<td>No (recommended)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No (recommended, self-registration through CUNY-GO)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Non-CUNY participants on CUNY Trips</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### III. Requirements and Responsibilities of Traveling Faculty/Staff

#### A. Faculty/Staff Traveling Abroad With Students

CUNY faculty and staff traveling abroad with students are always deemed to be on CUNY Trips and are subject to the same travel insurance and risk management reporting requirements as students. Unless an exception is made in writing by the REO, dependents may not accompany CUNY employees traveling abroad with students. Exceptions will be made only if the REO is confident that dependents’ presence will not interfere with the employee’s ability to prioritize student needs under all circumstances. Faculty and staff are also prohibited from driving motor vehicles while abroad with students. All program motor vehicle travel must be in a vehicle driven...
by a professional driver licensed in the country of travel. Other requirements and responsibilities for faculty/staff planning travel with students are addressed in the trip proposal process.

CUNY faculty and staff traveling abroad with students must receive training from the campus Title IX Coordinator (or his/her designee) and/or the Campus Director (or his/her designee) regarding CUNY’s Sexual Misconduct Policy and the Title IX Compliance Guidelines for CUNY Employees: Traveling Abroad With Students.

CUNY faculty and staff traveling abroad with students are “Responsible Employees” pursuant to CUNY’s Sexual Misconduct Policy. Therefore, they are required to report to the Title IX Coordinator (when possible through the Campus Director) any incident of alleged sexual misconduct of which they become aware while traveling abroad.

CUNY faculty and staff traveling abroad with students have a professional responsibility for those students. Therefore, pursuant to CUNY’s Sexual Misconduct Policy, faculty and staff traveling abroad with students are not permitted to engage in intimate relationships with those students.

CUNY faculty and staff traveling abroad with students are required to be familiar with CUNY’s Alcohol and Drug Use Amnesty Policy.

B. Faculty/Staff Traveling Abroad Without Students

1. **CUNY Trips.** Faculty/staff traveling abroad without students for CUNY-related purposes (e.g. conferences, research) are also required to enroll in the CUNY travel insurance plan and to register with CUNY-GO if the trip:

   - is organized by a CUNY or college unit, office, department, or division, or
   - will involve representing the College or the University, or
   - is funded by monies controlled by the University, a college, or a University/college-related entity including the Research Foundation.

2. **Independent Trips.** Faculty/staff whose travel does not meet the CUNY Trip criteria and whose travel abroad is directly connected to their employment (e.g. an unfunded research sabbatical) may also enroll in the CUNY CISI travel insurance policy and participate in CUNY-GO reporting on a voluntary basis, and are encouraged to do so. Details on enrollment are available here.

Faculty/staff planning travel without students must consult the State Department Travel Advisories and CDC Travel Notices, and consult with their department or unit head before finalizing travel plans if a Travel Warning from the State Department or a Level 3 CDC notice is in place. The department or unit head has the discretion to recommend to the REO that college or University funding be suspended if security or health conditions warrant, although this should be a more exceptional measure in cases where students are not involved. If a returning faculty or staff member may be exposed to pathogens abroad that could impact the campus, the department or unit head shall work with the faculty/staff member and Public Safety to ensure appropriate precautionary measures.

Faculty and staff traveling abroad without students who experience sexual misconduct on the trip are encouraged to contact the Title IX Coordinator.

Faculty/staff traveling without students may bring dependents; if the trip is connected to the faculty/staff member’s CUNY employment, their dependents are also eligible for CUNY’s CISI travel insurance plan. Please note that dependents cannot be enrolled online and must be enrolled through the campus Study Abroad Office/International Education Liaison.
IV. Oversight of CUNY Trips

A. Executive Oversight of CUNY Trips

Every CUNY Trip with students must be approved by a Responsible Executive Officer (REO). In most cases, the REO is the Chief Academic Officer (CAO); however, programs at the senior colleges designed for graduate students may be approved by either the CAO or the Dean of the School in which the faculty leading the program teaches.

The following chart specifies the REOs for student trips abroad at each institution:

<table>
<thead>
<tr>
<th>Institution</th>
<th>REO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Colleges</td>
<td>Chief Academic Officer</td>
</tr>
<tr>
<td>Senior Colleges</td>
<td>Chief Academic Officer (for undergraduate programs)</td>
</tr>
<tr>
<td></td>
<td>CAO or Dean of the School in which the faculty leading the program teaches (for graduate programs)</td>
</tr>
<tr>
<td></td>
<td><strong>Programs offering both undergraduate and graduate credit must be approved by the Chief Academic Officer.</strong></td>
</tr>
<tr>
<td>Graduate Center</td>
<td>Vice President for Student Affairs (for individual or group student trips)</td>
</tr>
<tr>
<td>School of Journalism</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>School of Law</td>
<td>Senior Associate Dean for Academic Affairs</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>TBD</td>
</tr>
<tr>
<td>School of Public Health</td>
<td>Associate Dean for Academic Affairs</td>
</tr>
</tbody>
</table>

Throughout these Guidelines, the Responsible Executive Officer (REO) refers to the position indicated in the above table. The REO will typically delegate operational oversight and routine administration of travel abroad to staff or faculty qualified to make recommendations on international travel to the REO (typically the head of the Study Abroad Office/International Education Liaison). Final authority and responsibility rests with the REO.
Oversight of CUNY Trips involves the following:

1. The REO must approve all proposals for CUNY Trips before any financial or other commitments are made.

2. The REO must ensure that all CUNY Trips conform to ITG requirements, ideally by requiring all students, staff and faculty coordinating trips to work through the Study Abroad Office/International Education Liaison, which is best equipped to ensure compliance with current requirements.

3. The REO must require that the Campus Director and Title IX Coordinator or their designees conduct training on CUNY’s Sexual Misconduct Policy and its application abroad for all participants on CUNY Trips that include at least one student. This training may occur during the required orientation for both students and faculty and staff.

4. The REO must ensure that College protocols are established to effectively manage situations that:
   a. may affect CUNY students in the future (e.g., to review petitions to travel to a location under a travel warning; new travel warnings that may affect existing programs); or
   b. represent a current threat to one or more CUNY students (a travel warning announced while a trip is running); or
   c. may require retrospective evaluation in order to improve travel safety planning and protocols for future trips (incident report review).

As part of this protocol, an International Risk Management Team shall be formed to make recommendations on International Travel Warning Waiver Petitions, to review trips with one or more site(s) subject to a travel warning, to handle emergencies related to participants and/or trips abroad, and to perform retrospective evaluation of management of emergencies abroad. Recommended members include representatives from the following offices:

- College Public Safety Officer
- College Director of Study Abroad or College International Education Liaison
- College Vice President of Administration
- College Chief Student Affairs Officer
- Director of College Public Relations
- College Legal Representative or Counsel to the President

Whenever possible, the REO should consult relevant members of the team or the full team, based on the situation. In urgent situations, the REO may need to make a decision before full consultation can take place; in these events, the team should be informed.

The College International Risk Management Team must notify global@cuny.edu if a meeting will be convened to address a Travel Warning Waiver Petition or if a Travel Warning affects a trip that is planned or in progress. If Central Office does not send a representative, an update on the team’s decision should be provided to global@cuny.edu.

B. Operational Oversight

In most cases, CUNY Trips for academic credit or under academic auspices are organized by the Study Abroad Office or International Education Liaison, which designates a Campus Director.
If an international trip is organized by another entity such as an academic department or Student Affairs (student organization or sports team), that entity is responsible for designating a Campus Director. Student organizations planning travel must work through their regular liaison in the College Student Affairs office. Since the campus Study Abroad Office/International Education Liaison is the most familiar with current requirements, it is strongly recommended that they be consulted to ensure compliance with current CUNY policy when another office is overseeing the trip.

International trips involving students and a faculty or staff member are coordinated by the Campus and Field Directors. The Field Director must be a full-time faculty member or administrator in the College department that is organizing the trip, unless otherwise approved by the campus REO.

Affiliated programs and exchange programs generally do not have CUNY faculty or staff on site. Selection of CUNY-Affiliated Program providers and exchange partners should be based in part on effective access to an on-site contact.

1. Planning Responsibilities of Campus Directors

   a. Registration and Financial Management. In addition to managing academic registration including EPermits, the Campus Director must manage all trip fees and work with the College purchasing office to arrange for payments for selection, contracting and to vendors as needed, pursuant to University procurement and contracting policies. Trip fees must never be collected by the Field Director, and the Campus Director must ensure that there are no financial conflicts of interest between a vendor and a Field Director. If the Campus Director also serves as Field Director, he or she must notify the REO of this functional overlap, and the REO may appoint someone to review program finances.

   Trip financial management includes budgeting to ensure that Field Directors and any other CUNY employees abroad with responsibility for student safety will be reimbursed for appropriate expenses (such as flight, meals, lodging, excursions with students). If CUNY employees’ expenses are covered in part or in full through a discount or waiver received from an affiliated provider in exchange for meeting an enrollment target, the Campus Director must make it clear in the budget how the discount or waiver is used in the calculation of total program costs and the program fee charged to students.

   b. Insurance coverage. Depending on the type of trip, the Campus Director must either procure the required insurance for all travelers or verify that all travelers have the appropriate insurance coverage. If an affiliated or exchange program has its own insurance requirement, the Campus Director must review it for substantial equivalence before approving it as an acceptable substitute, either alone or in conjunction with a CUNY CISI security evacuation policy.

   c. Communication Tree and Emergency Protocol. The Campus Director shall keep the College Office of Public Safety supplied with a protocol for emergencies abroad and a communication tree of individuals, including the Campus Director, who can be reached 24/7 in case of emergency.

   d. Logistical Arrangements. When a trip does not have a Field Director (typically in the case of an exchange or affiliated program), the Campus Director must work with the exchange partner or program provider to ensure that the standards of the CUNY International Travel Guidelines have been adequately addressed. For faculty-led programs, see Planning Responsibilities of Field Directors.

   e. Notice to Exchange Partner or Program Provider. The Campus Director is responsible for notifying the Exchange Partner or Program Provider of CUNY’s obligations under Title IX
and CUNY’s Sexual Misconduct Policy. The Campus Director is responsible for advising the Exchange Partner or Program Provider to notify the Campus Director immediately of any alleged incident of sexual misconduct or any other incident in which a CUNY student is alleged to have experienced or engaged in any form of violent, threatening or harassing behavior.

f. **Orientation.** The Campus Director is responsible for ensuring that all student and employee participants on CUNY Trips receive orientation as set forth in Section VI(A). The orientation must include information on CUNY’s Sexual Misconduct Policy.

g. **Collaborate with Student Organization Officers Planning Trips.** Student organizations may not travel abroad without a Field Director, unless this requirement is waived by the Campus REO. Student organization officers must work closely with the College Office of Student Affairs, which will designate a Campus Director, as well as the [College Association](#). Approval of student organization trips is contingent on student organization officers’ active collaboration with the Campus Director, who is responsible for ensuring that the trip meets all ITG requirements.

Student organization officers must research the trip, including any third-party providers providing trip support, and submit all required forms and data to the designated Campus Director in the College Student Affairs Office. The Campus Director must review all forms for completeness before submission. If the trip will be funded through student activity fees or otherwise sponsored by the College Association, Association board approval will be required and consequently the Association should be copied on all forms and data provided to the Campus Director. The Campus Director must verify that CUNY-GO reporting submitted by a student organization officer is correct and complete and submit it to global@cuny.edu, and assist the student organization officer to procure the required CUNY CISI travel insurance plan for all trip participants. **Important:** CUNY-GO reporting includes verification of appropriate insurance coverage of all trip participants, and the Campus Director must directly verify enrollment of all participants in the CUNY CISI plan. Alternate plans are not acceptable for student organization trips (see [substantial equivalence](#)).

Fundraising by student organizations for the purpose of travel abroad must be undertaken in coordination with the Campus Director and the Chair of the college association, who will ensure its compliance with the [CUNY Fiscal Accountability Handbook](#). This also applies to fundraising through online crowdfunding sites. No group or individual may display the CUNY or College logo or otherwise imply that a program is organized by the College or CUNY without written permission from the [Responsible Executive Officer](#).

2. **Planning Responsibilities of Field Directors**

When a trip will be led on-site by a Field Director, responsibility for logistical arrangements (reservations for accommodations, transportation, etc.) will vary from college to college and from trip to trip. For trips running for the first time, the exact division of labor between the Campus and Field Directors should be clearly defined in the early planning stages, as the trip proposal is developed.

Responsibility for research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants may be more appropriately assigned to the Field Director if direct knowledge of the site is likely to lead to more appropriate choices in terms of safety, appropriateness and cost-effectiveness.
V. CUNY Trip Approval

Approval of CUNY Trips requires submission of the CUNY International Group Trip Proposal to the REO and to global@cuny.edu. Trip proposals must be submitted for all faculty-led trips, student organization trips, and CUNY Trips that are not run as affiliated and exchange programs. (Affiliated and exchange programs are approved via agreements authorized by the CUNY Board of Trustees).

<table>
<thead>
<tr>
<th>Table C: CUNY Trip Approval Process</th>
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<tbody>
<tr>
<td>Trip Proposal</td>
</tr>
<tr>
<td>Affiliated</td>
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<tr>
<td>Exchange</td>
</tr>
<tr>
<td>Faculty-led</td>
</tr>
<tr>
<td>Hybrid (faculty-led/affiliated)</td>
</tr>
</tbody>
</table>

Trip proposals include two parts: (1) a narrative proposal submitted to the college that addresses the academic purpose and content of the program, and (2) the CUNY International Group Trip Proposal Form, which covers logistical, health and safety planning. The exact requirements for the narrative proposal are at the discretion of the colleges.

The following outlines the criteria and standards for proposal evaluation and trip planning.

Proposals for trips that have run anytime in the past three years can submit a copy of the most recently approved proposal, with an updated itinerary and notes on any material changes (different accommodations, transportation, etc.) attached.

A. Purpose. CUNY Trips must be consistent with the University mission.

B. REO Approval. To ensure that CUNY Trips are consistent with the University’s mission and that student safety issues have been addressed, each trip must be approved in advance by the campus Responsible Executive Officer (REO). The Campus Director must submit the CUNY International Group Trip Proposal to global@cuny.edu and the College International Education Liaison no less than six (6) months before the proposed trip unless the program has run in the last three (3) years in which case the International Group Trip Proposal must be submitted no less than two (2) months before the proposed trip; the authorizing REO may provide exceptions to the deadline at his or her discretion.

C. Trip Planning. The CUNY International Travel Guidelines must be reviewed and observed as transportation, accommodation, risk management and other logistical arrangements are made.
D. **Risk Management Plan.** The Campus Director and (when applicable) Field Director must examine the relevant Department of State travel advisories and CDC travel notices, and make appropriate plans to mitigate identified risks and to deal with the most likely emergency situations.

E. **Travel Warnings.** Under CUNY’s International Travel Guidelines, a travel warning is either a level 3 or 4 State Department Travel Advisory (for all or part of the country—see differentiated advisory) or a CDC level 3 Travel Notice. Travel to locations under a travel warning is not allowed; however, some travelers are eligible to apply for a waiver, depending on the type of warning and type(s) of traveler(s) (see table D).

Until January 10, 2018, the U.S. Department of State issued “travel warnings” for countries with longstanding safety issues, and “travel alerts” for short-term problems. Most countries did not have a warning. In most cases, travel warnings applied to an entire country, although a few warnings applied only to a few regions or cities within the country.

The U.S. Department of State travel advisory system published on 1/10/2018 replaced this system with a 4-level advisory system that is applied to all countries.

**However, countries assigned to levels 1-3 may include language indicating that parts of the country are in a higher category.** These are differentiated advisories. Differentiated advisories are recognizable from the initial text in the advisory. See Table D for guidance.

Now that “travel warning” no longer has a specific meaning within the Department of State’s system for advising U.S. travelers, the International Travel Guidelines uses “travel warning” to refer to any Department of State advisory or Centers for Disease Control notice that leads to a prohibition on travel under CUNY auspices. A waiver petition is available in some instances (see below).

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**Table D: Travel Warnings and CUNY Trips**

<table>
<thead>
<tr>
<th>Department of State-Bureau of Consular Affairs Country Information Page</th>
<th>CUNY Travel Warning Waiver Petition: Requirements and Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeric advisory</td>
<td>Undergraduates</td>
</tr>
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<td>Text advisory</td>
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<tr>
<td>Advisory details (additional text)</td>
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<tr>
<td>No.</td>
<td>Precautions</td>
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</tr>
<tr>
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<td>Exercise normal precautions in COUNTRY.</td>
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<td>Exercise normal precautions in COUNTRY.</td>
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<tr>
<td>2</td>
<td>Exercise increased caution in COUNTRY due to SPECIFICS.</td>
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<td>Exercise increased caution in COUNTRY due to SPECIFICS.</td>
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<tr>
<td>3</td>
<td>Reconsider travel to COUNTRY due to SPECIFICS.</td>
</tr>
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</table>
3  Reconsider travel to COUNTRY due to SPECIFICS.  Some areas have increased risk. Read the entire Travel Advisory.  Do not travel to:  Travel not allowed; not eligible for waiver petition.  Yes, if plans include specified destination and/or activities.

4  Do not travel  Travel not allowed; not eligible for waiver petition.  Yes, if plans include specified destination and/or activities.

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<th>CDC Travel Health Notices</th>
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<td>2</td>
<td>Alert</td>
</tr>
<tr>
<td>3</td>
<td>Warning</td>
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</table>

**Example A:** A faculty member is planning to travel to Mexico with a group of graduate students. The itinerary includes travel in Sinaloa state, which the Mexico travel advisory includes in a “do not travel” list. Although the overall Mexico travel advisory rating is level 2, this location triggers the Travel Advisory Waiver Petition requirement.

**Example B:** An undergraduate student organization is planning a non-credit service trip to Peru. Although the overall travel advisory rating for Peru is level 1, the proposed itinerary indicates that students will arrive in Lima and travel by road to Huanta City and Cusco. Since the advisory indicates that travelers should reconsider (level 3) nighttime travel outside cities and provides a detailed list of locations under a “do not travel” (level 4) advisory, if the International Group Trip Proposal does not provide sufficient detail on these points, the College or Central Office may require the Travel Warning Waiver Petition before finalizing review of the International Group Trip Proposal Form.

A petition to waive the prohibition on CUNY Trips in destinations for which the U.S. Department of State has issued a level 3 (“reconsider travel” or 4 (“do not travel”) Travel Advisory (either the entire country or part of it) may be considered in exceptional circumstances and can be requested through the process described below.
1. If all participants are eligible for a waiver (see Table D), the Travel Warning Waiver Petition must be submitted with the CUNY International Group Trip Proposal. CUNY and CUNY-Affiliated travel must not take place unless the Travel Warning Waiver Petition has been approved.

Although Department of State Travel Advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, and due in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors as well as independent travelers must carefully must monitor the news for developments in trip destination countries during the planning and execution phases of a trip.

2. Level 3 CDC. No CUNY Trips are permitted to countries with any CDC Level 3 Travel Notice. Faculty and graduate students may use the waiver petition process under very exceptional circumstances, and these petitions must be forwarded to the Chancellor for final approval.

Even when the CDC has not issued a travel warning, alert or notice for a destination, its recommendations for travelers to specific destinations should still be used as a basis for pre-departure requirements and recommendations for trip participants. The CDC website’s options for tailoring recommendations to traveler type and purpose of travel should be used to ensure that appropriate guidelines are used. In particular, trips involving clinical work should focus on the CDC recommendations for clinicians.

If you are not certain whether a trip you are planning must submit a CUNY Travel Warning Waiver Petition with the CUNY International Group Trip Proposal Form, please contact global@cuny.edu with a detailed list of the trip’s destinations.

F. High-Risk Activities. Generally, these are prohibited; if in doubt about whether a specific activity would qualify as high-risk, or whether it is prohibited, it should be outlined in the Trip Proposal, with details on its relevance to the trip’s purpose and safety provisions.

G. Defined Leadership. The CUNY International Group Trip Proposal requires identification of a Campus Director and (if applicable) a Field Director. This/these individual(s) are responsible for development and implementation of the trip.

H. Field Directors. It is recommended that for faculty- or staff-led CUNY Trips, at least one (1) faculty or staff member for everyone to twenty (1-20) students over the age of 18 and one (1) faculty or staff member for every one to five (1-5) students under the age of 18 accompany the group. Travel to more challenging locations may warrant a lower faculty/staff-student ratio.

I. Conflicts of Interest. Financial administration of the trip should be managed by the study abroad office. Field Directors should not collect any tuition or program fees. There should be no financial or other conflicts of interest between the Field Director or any other CUNY employee and any trip vendors. The Campus Director should have sole responsibility for requesting payments to vendors (in compliance with CUNY rules on contracts and purchasing). See Planning Responsibilities of Campus Directors/Registration and Financial Management for further details on avoiding conflicts of interest.

J. Friends and Family. Friends and family of faculty, staff and students are not eligible to participate in CUNY Trips, except with the prior written permission of the Responsible Executive Officer (REO). Any friends or family traveling on CUNY Trips must be enrolled in the CISI travel
insurance policy and must comply with any other requirements, including, but not limited to, signing the appropriate international waiver form. Insurance enrollment for friends and family must be applied for through a separate process managed by the study abroad office/international education liaison of the college sponsoring the trip or (for individual travel) of the traveler’s home college. Accompanying friends and family must be included in CUNY-GO reporting.

VI. Pre-Departure Requirements for Approved CUNY Trips

A. Pre-Departure Orientation

A mandatory orientation must be scheduled with all participants. The content should prepare participants for cultural adjustments and logistical issues related to traveling internationally and for the specific destination(s) (see Orientation Checklist). Key information regarding the planned itinerary, behavioral expectations, transportation plans, and accommodation details should be provided as handouts and electronically (e.g. email or Blackboard) so that participants have direct access to essential trip information. Participation in each pre-departure orientation must be documented using a sign-in sheet. Orientations are typically run by the Study Abroad Office or International Education Liaison. However, students participating in faculty-led trips must also receive site-specific orientation from the Field Director. Whether the Campus or Field Director assumes primary responsibility for orientation, the content must address the full range of topics listed in the Orientation Checklist, with a special emphasis on health and safety. CUNY’s Policy on Sexual Misconduct must be covered at the orientation or in a separate pre-departure session. As part of the orientation or separate pre-departure training session, faculty and staff traveling with students must receive the CUNY Title IX Compliance Guidelines for CUNY Employees: Traveling Abroad With Students. Students must receive Understanding Title IX Guidelines While Abroad: A Student Guide.

Trips organized outside of the Study Abroad Office should coordinate with it to arrange for participation in the general orientation for international trips.

A detailed orientation agenda and the sign-in sheets must be retained by the office in charge of orientation for two years.

B. Enroll all participants (students, faculty and staff) in CUNY’s CISI travel insurance plan

This requirement also applies to all staff and faculty accompanying at least one student abroad.

Campus Directors must enroll all participants in the University’s insurance plan at the time of the participant’s commitment to the trip, prior to the departure date(s), and apply the cost to each participant’s trip fee, or verify that each participant has enrolled in the policy directly before finalizing her/his participation in the trip. The insurance policy must provide coverage for the insured individual for the entire trip including travel days to and from the destination(s). Campus Directors must clearly communicate insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their respective travel dates.

If a Study Abroad Office offers a CUNY-Affiliated or Exchange Program that includes coverage through an alternate travel insurance plan, the plan may be used as a substitute for the CUNY CISI plan only if the plan provides substantially equivalent coverage, defined as follows:

- The alternate plan must include at least 80% of the current CUNY CISI plan’s coverage for: accidental death and dismemberment, medical expenses, emergency medical evacuation, repatriation/return of mortal remains, security evacuation, as well as 24/7 phone assistance service to help travelers access their benefits under the plan. (If the coverage is complete except for security evacuation, CUNY also has a standalone
security evacuation policy option through CISI that may be used to supplement an alternate policy that otherwise meets the criteria for substantially equivalent coverage).

- If CUNY’s coverage is unlimited in any of these areas, the alternate plan must provide at least $100,000 of coverage.
- In addition, the insurer providing the alternate insurance policy must have a minimum current A.M. Best’s rating of “A-VII” and the policy must include a waiver of all rights of subrogation against CUNY for losses covered by the policy.

Since the company that offers the CUNY CISI insurance plan also offers other plans at different levels, alternate policies offered by CISI may not be substantially equivalent and should also be reviewed. If there is any doubt that the coverage is not substantially equivalent, the traveler(s) must also be covered by the CUNY CISI insurance plan. Travelers who are allowed to be covered under an alternate plan should be informed of the availability of the CUNY CISI travel insurance plan as supplementary coverage.

The option of substantially equivalent coverage is not available to participants on faculty-led programs or student organization trips.

See section II.B for the rules applying to students traveling abroad on non-CUNY programs and independently abroad.

C. Mandatory CUNY-GO Registration (Terra Dotta)

Complete and submit the travelers spreadsheets (templates and directions available here) no less than two weeks before the trip begins. Required data should be gathered from the participants’ International Travel, Participation, Waiver and Emergency Contact Forms and submitted on all participants, including accompanying faculty and/or staff. CUNY-GO registration replaces the formerly required Emergency Contact Form.

D. Monitor State Department Travel Warnings and CDC Travel Notices

If a travel warning is issued after a trip has been approved, the Campus or Field Director must submit a Travel Warning Waiver Petition Form to global@cuny.edu and the REO no less than three (3) calendar days after the warning is issued, and must pause travel plans until the petition can be reviewed. To facilitate timely response, Campus Directors should subscribe to the State Department’s STEP email notification service for all countries with upcoming trips. OIE and OEHSRM will consult with the college on whether the trip should proceed, and if so, whether trip adjustments and/or additional security measures should be required.

E. Collect Waivers

Collect a signed International Travel Participation, Waiver, and Emergency Contact Form from each participant of the trip. If a student is under 18, it must also be signed by a parent or guardian and notarized.

International Travel Participation, Waiver, and Emergency Contact Forms must be kept on file by the organizing department or organization of the College for at least six (6) years after the CUNY Trip has ended. If a student participant is under the age of 18 at any time during the trip, then the release forms and insurance information must be retained for six (6) years from the date that the student reaches age 18.

F. Group STEP Registration

Campus Directors must register approved trips with the U.S. Department of State to facilitate consular assistance in case of a security emergency. This is in addition to the risk management
reporting requirement to CUNY. We recommend that you set up a group account in order to streamline this process.

G. Title IX Policy and Sexual Misconduct

CUNY is committed to promoting a safe and secure environment for all members of our community. CUNY’s policies prohibit sexual misconduct, including sexual harassment and sexual violence of any kind. All students, faculty and staff are expected to maintain a working and learning environment free from harassment and discrimination. CUNY does not tolerate sexual misconduct committed by students, faculty or staff, whether at the home campus or while in travel status; it is illegal and prohibited by University policy.

As set forth in Section VI(A), the Campus Director must ensure that students and employees on CUNY Trips receive information, either during the pre-departure orientation or in a separate session, on CUNY’s Sexual Misconduct Policy and its implementation abroad. The Campus Director and, if applicable, the Field Director must review the Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students and Understanding Title IX Guidelines While Abroad: A Student Guide.

H. Follow CUNY rules on Purchasing and Agreements

International trips may involve a variety of contracts, including with international institutions, program providers, and vendors such as hotels, conference sites and transportation companies. CUNY’s procurement and contract signatory authority procedures and policies apply to all purchases and contracts related to CUNY Trips. Purchases and contracts using CUNY funds, whether tax levy or non-tax levy, or otherwise in the name of CUNY or a college, must be processed through the applicable college purchasing department. Purchases and contracts using student activity fees or other college association funds must follow the rules set forth in the CUNY Fiscal Accountability Handbook. The department or office organizing the trip must work with the college purchasing department when requesting quotes or procuring items or services.

No vendor commitments related to an international trip shall be made until the REO has provided written approval for a given trip and the CUNY Office of General Counsel has reviewed and approved the contract. No OGC-approved contract may be signed except by an official designated pursuant to CUNY or college association policy to sign such a contract. CUNY’s Contract Signing Authority Policy is here.

Similarly, all contracts, memoranda of understanding (MOUs), letters of intent, letters of understanding, and similar documents with counterparty institutions in connection with sponsored trips, must be reviewed and approved by the CUNY Office of General Counsel prior to signature. Once approved as to form by OGC, only CUNY’s General Counsel or his designee pursuant to the Contract Signing Authority Policy may sign the document. Consult here for more information on the approval process for international agreements.

VII. Field and Campus Director Expectations During Trips

A. General Expectations
1. **Be Available 24/7**

   Be available and on-call 48 hours before the departure date and at all times (24/7) during the trip to respond to student participant concerns and problems as needed. The Field Director must have access to various forms of communication such as mobile phone, landline phone, e-mail, fax, and in remote locations, satellite phone in order to communicate with the home campus, the insurance provider, and local emergency resources if needed.

2. **Keep Records**

   The Campus Director should keep a full set of student participant **International Travel Participation, Waiver, and Emergency Contact Forms** on file. If the Campus Director may not have continuous access to Terra Dotta during the trip, he or she must also keep paper copies readily available (24/7).

   Since the Field Director may not have immediate access to Terra Dotta during an emergency, he or she should carry copies of the above documents or a condensed version of the same information, available in report form through Terra Dotta.

3. **Reinforce Participant Behavior Standards During Trip**

   Since participant behavior can directly affect the group’s safety, the Field Director should reinforce the student behavioral expectations reviewed during orientation during the trip.

   a. Field Directors may impose reasonable behavioral standards for students while abroad as circumstances warrant.

   b. Site-specific considerations (e.g. appropriate dress) should be given special attention.

   c. In serious cases involving a student’s potential removal from a trip and/or disciplinary action upon return to campus, the Field Director must work with the Campus Director, who will coordinate with other campus authorities (e.g. Title IX Coordinators) as appropriate.

4. **Follow University and Applicable State and Federal Policies**

   Be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as **FERPA**, **Title IX**, **Enough is Enough** and the **Clergy Act**;

   The Field Director must immediately report an alleged incident of sexual misconduct during a CUNY Trip. When possible, the first point of contact should be the Campus Director; however, if he or she cannot be reached immediately, the Field Director should contact the Title IX Coordinator or the Office of Public Safety directly and inform the Campus Director as soon as possible.

   The Campus Director must immediately coordinate with the Title IX Coordinator and the college’s Office of Public Safety, and if appropriate, the University Office of General Counsel, to ensure an appropriate response.

   When such incidents occur, the Campus Director and Field Director must refer to CUNY’s Policy on Sexual Misconduct and the **Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students.**
5. Reporting to Public Safety or the Title IX Office

Campus and Field Directors are “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, Campus and Field Directors are required to report all incidents of alleged misconduct that, if the incident occurred in New York, could constitute a criminal offense. Campus Public Safety will determine whether the incident is required to be reported on the college’s Annual Security Report pursuant to the Clery Act.

In addition, Campus and Field Directors are also “Responsible Employees” under CUNY’s Policy on Sexual Misconduct. As such, they are obligated to report any instances of sexual misconduct to their home campus’ Title IX Coordinator, Director of Public Safety, or Chief Student Affairs Officer. Campus and Field Directors may learn of an allegation of sexual misconduct directly from the complainant, or through a third party. In either situation, the Campus and Field Directors have an obligation to report.

B. During an Emergency Abroad

1. Coordinate with Appropriate Local Authorities and Contacts

Depending on the situation, the Field Director must contact emergency medical services and/or the police to ensure student safety. If effective coordination with local service providers is not certain, the nearest U.S. consulate should also be contacted. The consulate’s assistance should be requested in any situation involving legal charges. Appropriate local contacts should also be asked for support.

2. Ensure Qualified Medical Care

Ensure students receive medical attention by trained professionals in case of a medical emergency. Unless trained in advanced first aid or medically licensed, CUNY staff should only provide medical services to participants under the most critical circumstances before emergency services arrive.

3. Communicate with College and CUNY Officials

The Field Director must communicate in a timely manner with the Campus Director. The Campus Director must update University officials about the situation via the email address incidentabroad@cuny.edu.

4. Locate Missing Participant(s)

If one or more participants (students, faculty or staff) cannot be accounted for at the destination site, the Field Director must contact the Campus Director (who will reach out to the student’s emergency contact(s)) and local police. The Field Director must remain at the site until all participants are accounted for. If circumstances connected with the missing student’s disappearance represent a potential threat to other participants, the Campus and Field Director must consult with College officials to determine whether additional security measures including relocation or evacuation are warranted, and must also consult with Central Office (via incidentabroad@cuny.edu) about the determination.

5. Support Participants Who Cannot Continue to Travel

If a participant is severely injured, requires hospitalization, or is otherwise unable to continue to travel, the Field Director must contact the Campus Director to confer on the best course of action. CISI or any other insurance provider used should be contacted in a timely manner to ensure appropriate support for the sick/injured student and resumption of normal
programming for other participants as soon as the sick/injured student’s needs have been met. The Field Director must not leave a hospitalized student behind, and should enlist support from trusted local contacts to ensure sustained services to other participants while the needs of the sick/injured student are dealt with.

6. Prioritize Student Well-Being

Any situation involving student safety should prioritize student well-being over discipline. In particular, victims of sexual assault should receive appropriate support, regardless of whether the student has violated curfew, alcohol or drug policies, etc.

7. Anticipate Stress/Psychological Responses to Trauma

Provide appropriate support to all participants during and after an emergency, anticipating that stress reactions may also affect less directly impacted students.

8. Provide Updates to Campuses with Participants

If a trip includes students from campuses other than the college organizing the trip (Sponsor College), those campuses should be given updates on their students’ status. However, interventions to support students and CUNY staff on site should take priority over updates. Home campuses should defer to the Sponsor Campus in communications with students in an emergency situation abroad. The Campus Director at the Sponsor Campus is responsible for all communications with Emergency Contacts.

9. Document All Incidents

The Field Director must document all incidents by submitting an Incident Report to the Campus Director. The Campus Director must forward incident reports to incidentabroad@cuny.edu. The Campus Director must share all incident reports with incidentabroad@cuny.edu and the REO, who may convene a meeting of the International Risk Management Team to review the case.

VIII. Appendices

A. Tables
   1. Table A: Overview of Key Trip Requirements
   2. Table B: Responsible Executive Officers
   3. Table C: CUNY Trip Approval Process
   4. Table D: Travel Warnings and CUNY Trips

B. Forms
   1. CUNY International Group Trip Proposal Form
   2. CUNY International Travel Participation, Waiver and Emergency Contact Form
      ("release form" for group travel)
   3. CUNY Independent Travel Notification, Waiver and Emergency Contact Form
      ("release form" for independent travel)
   4. CUNY International Travel Warning Waiver Petition Form
   5. CUNY Release Agreement for Activities in a Country under a Travel Warning
   6. Incident Report
   7. Emergency Card Template
C. Resources

1. Understanding Title IX Guidelines While Abroad: A Student Guide
2. Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students
3. Recommendations for Travelers to Regions with Zika and Other Mosquito-Borne Diseases
4. Checklist for CUNY International Trip Orientations (“Orientation Checklist”)
5. Student Checklist for International Travel

IX. FAQs

Q: Our department is planning a trip that will only recruit from outside of CUNY (e.g. a program for professionals to earn continuing education credit). CUNY faculty/staff but no CUNY students will be involved, so do any of the ITG requirements apply?

A: Any participant in a program organized by a CUNY unit is considered a “CUNY student” for the purposes of the ITG, so these programs fall under the responsibility of the REO and all standard program requirements apply.

Q: I’m not a CUNY student. Do the CUNY International Travel Guidelines apply to me?

A: If you are participating in a CUNY Trip, the International Travel Guidelines apply to you, even if it is not for credit. If you are a non-CUNY participant on a CUNY Trip, you are subject to the requirements for students on CUNY Trips.

Q: I’m a faculty member and want to take a group of students abroad. The organization I’m planning to work with will cover my expenses. How can I take advantage of this opportunity for my students?

A: As a CUNY employee traveling abroad with students, all appropriate travel expenses should be covered, regardless of whether these are funded by an external source or factored into the program’s budget. The trip’s Campus Director is responsible for financial management of the program and will ensure that your travel expenses are reimbursed and that financial arrangements with the trip provider are consistent with CUNY policy.

X. Glossary

**Affiliated Program.** Type of study abroad program offered by a third-party (non-CUNY) provider. Although instruction is provided by non-CUNY employees, these programs offer CUNY credit. Affiliated programs become CUNY programs through an academic and quality review process by the Sponsor College, which is followed by an agreement approved by the CUNY Board of Trustees. Affiliated programs have Campus Directors, and Field Director responsibilities are delegated to the third-party provider.

**Campus Director.** Person on campus responsible for ensuring the administrative integrity of a program and who serves as the primary point of contact for the Field Director (if applicable) in an emergency. Campus Directors may also play a significant role in the logistical planning of faculty-led trips, but the division of labor varies from trip to trip.

**CDC (Center for Disease Control) Travel Notice.** CDC “travel notices are designed to inform travelers and clinicians about current health issues related to specific destinations. These issues may arise from disease outbreaks, special events or gatherings, natural disasters, or other conditions that may affect travelers’ health,” CDC Travel Notices are issued at three levels: 1 (Watch, Practice Usual Precautions), 2 (Alert, Practice Enhanced Precautions), and 3 (Warning (Avoid Nonessential Travel).
Although CUNY Trips to countries under Level 3 CDC Notices are prohibited, all CDC Travel Notices should be discussed during Pre-Departure Orientations. (See here for source material and more information). Travel for clinical purposes should be planned using CDC recommendations for clinicians.

**College Association.** Entity at a college that administers the student activity fee and student organization budgets and funds. Most College Associations are legally separate from the college and CUNY, but all are required to comply with the Fiscal Accountability Handbook and other CUNY policies and guidelines applicable to College Associations. Funds destined for student organization activities are typically directly administered by the College Association, even if they are initially generated by non-college vehicles such as crowdfunding sites.

**College Trip Proposal.** Proposal prepared according to College requirements for international group trips, which should provide sufficient information about the trip’s content and purpose for the Responsible Executive Officer (REO) to determine that the trip is consistent with the College’s mission. Logistical, safety and risk management issues may be addressed in the College Trip Proposal, but must also be fully addressed in the CUNY International Group Trip Proposal Form. See CUNY Trip Proposal.

**Communication Tree.** Defined, sequenced list of individuals who should be contacted in the event of an emergency overseas. In general, the Public Safety Office, with its 24/7 availability and access to key campus individuals, is the first point of contact for faculty, staff and students in need of assistance while abroad. The Public Safety Office immediately initiates the operation of the Communication Tree, typically starting with the Campus Director, who will also reach back to the affected individual(s) abroad.

**CUNY CISI Travel Insurance.** Comprehensive travel insurance plan that includes medical care, medical evacuation, security evacuation, repatriation and many other services. This plan is required for all CUNY students traveling abroad and for all CUNY faculty/staff accompanying them, unless the Substantial Equivalence criteria are met. A security evacuation-only option is available under limited circumstances for participants in affiliated and exchange programs whose insurance policies otherwise meet the substantial equivalence criteria. The college hosting the program makes this determination.

**CUNY Program.** A CUNY Trip, typically but not always for academic credit, which is offered on a repeated basis and is promoted and organized by a CUNY college, school or entity. Students may participate in a CUNY Program as a member of a group, or on an individual basis (e.g. as the sole participant that term on an affiliated or exchange program).

Trips referred to in the CUNY Drug and Alcohol Policy as “CUNY Sponsored Trips” are equivalent to CUNY Trips in the ITG.

**CUNY Student.** Anyone participating on a CUNY Trip who does not have CUNY faculty or staff status. This may include regularly matriculated students, Continuing Education students, and individuals whose affiliation with CUNY is limited to their participation in the trip.

**CUNY Trip.** A trip that takes place outside the United States (trips to Puerto Rico and other U.S. territories and protectorates are considered outside the United States and are covered by the ITG), and is either

(a) organized by a University or college unit, office, department, or division, or by a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator in the course of his or her duties to CUNY, or
(b) funded by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation.

(c) CUNY Trips must be approved by the College REO and have a designated Campus Director and (if applicable) Field Director.

(d) CUNY Trips may involve group or individual travel.

(e) Advertising or distribution of an opportunity does not by itself make it a CUNY Trip.

(f) Trips referred to in the CUNY Drug and Alcohol Policy as “CUNY Sponsored Trips” are equivalent to CUNY Trips in the ITG.

**CUNY Trip Proposal.** Proposal based on the CUNY International Group Trip Proposal Form, which focuses on health, safety and risk management issues. See [College Trip Proposal](#).

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**Department of State Travel Advisory.** The Department of State “[issues travel advisories] for each country of the world. Travel advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information.” Each country receives a numeric rating of 1 (exercise normal precautions) to 4 (do not travel); however, advisories may give higher ratings to specific locations or activities in the country (see [Differentiated Advisory](#)). Level 3 and 4 DoS travel advisories fall under CUNY’s Travel Warning definition. This includes travel described as “reconsider travel” or “do not travel” in the text of the advisory, even if the country rating is 1 or 2. CUNY Trips to destinations under a level 3 or 4 travel advisory are not allowed unless explicitly authorized by the REO after review of the CUNY International Travel Warning Waiver Petition Form (LINK).

Although Department of State travel advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, and due in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors should also monitor the news for developments in trip destination countries during the planning and execution phases of a trip.

**Differentiated Advisory.** A Department of State travel advisory that includes the following language: “Some areas have increased risk. Read the entire Travel Advisory.” When a CUNY Trip (group or individual) is planned that includes travel to a destination or with activity described in the country advisory as “reconsider travel” or “do not travel”, the CUNY Travel Warning Waiver Petition is required.

**Exchange program.** Type of study abroad program based on the reciprocal exchange of students, generally on a one-to-one basis. In most cases, these programs do not have a CUNY faculty or staff member on site, so these programs typically have Campus Directors but no Field Directors. On-site support is generally provided by staff at the host university. Exchange programs are established by an agreement approved by the Board of Trustees.

**Faculty-led program.** Type of study abroad program taught by CUNY faculty (Field Directors). Faculty-led programs are established by a proposal approved by the Campus REO and submitted for final review to Central Office (Office of Academic Affairs and Office of Environmental Health, Safety and Risk Management).

**Field Director.** CUNY faculty or staff member who accompanies students on a CUNY Trip abroad. For academic programs, Field Directors are typically faculty members who are deeply involved in the organization of the trip content and logistics, in collaboration with the Campus Director. For non-
academic trips, trip content and logistics may be organized by a non-CUNY provider and the Field Director’s role is primarily to chaperone the group.

**Independent Trip.** Travel undertaken by a CUNY student, faculty or staff member that takes place outside the United States (trips to Puerto Rico and other U.S. territories and protectorates are considered outside the United States and are covered by the ITG), and is outside of the parameters of a CUNY Trip.

International travel organized or entered into independently by a CUNY student is not considered a CUNY Trip. However, when such travel has a direct connection to a student’s course of study, whether academic (if credit transfer is planned) or through a non-credit opportunity connected to the student’s program of study (e.g. internship or research abroad), CUNY students are subject to these requirements. Independent travel that is primarily for leisure purposes or to visit family or friends, even if tangentially connected to a student’s program of study, is not subject to the requirements of the ITG. For example, a student studying Mandarin who travels to Beijing for vacation is not covered.

Likewise, international travel organized or entered into independently by a CUNY employee is not considered a CUNY Trip. However, travel by CUNY faculty and staff with a direct connection to teaching, research and/or administrative activities at CUNY are subject to these requirements and recommendations in the ITG.

**International Affiliated Program.** Programs in which the bulk of services at the destination, from instruction to logistics, are furnished by a non-CUNY entity (third-party provider). Affiliated programs are CUNY programs through agreements authorized by resolutions of the CUNY Board of Trustees. Trips through Affiliated Programs typically have a Campus Director, but no Field Director.

**International Education Liaison.** CUNY employee, who may be faculty or staff, responsible for advising students and faculty on travel abroad and for ensuring compliance with CUNY’s International Travel Guidelines. (See Study Abroad Office)

**International Risk Management Team.** Team that advises the REO in the event of a situation affecting the safety CUNY students, staff and/or faculty abroad. This team should also be consulted to determine if developments abroad (e.g. political unrest, natural disasters) warrant trip cancellation, and should be deployed to provide retrospective advice on trip planning and general policies in the aftermath of a safety incident.

**Participant.** Any individual participating in a CUNY trip abroad, regardless of whether he or she is normally enrolled at CUNY. Alumni, dependents, students from other institutions, and others all qualify as participants and are subject to the CUNY International Travel Guidelines if they will be or are part of a CUNY trip.

**Responsible Executive Officer (REO).** Campus executive responsible for approval of all CUNY Trips abroad. Approval should be based on academic content, financial soundness, and risk management. Petitions for International Travel Warning Waivers must also be approved by the REO. See here for REOs of specific CUNY colleges and schools.

The REO will typically delegate operational oversight and routine administration of travel abroad to staff or faculty qualified to make recommendations on international travel to the REO (typically the head of the Study Abroad Office/International Education Liaison). Final authority and responsibility rests with the REO.

**Security Evacuation.** Service provided by the CUNY CISI travel insurance plan. The insurer defines when a security evacuation is warranted, and this is based on a significant escalation of threat. Therefore, its availability should not be viewed as a safeguard against danger in high-risk areas.

**Sponsor College.** College responsible for oversight of a specific CUNY Trip.
**Student Organization.** Organizations formed to facilitate student activities, which may have a cultural, social, academic, religious or other orientation. Student organizations at CUNY are under the purview of Student Life and must be chartered by the Student Government Association (SGA). They must have at least four elected officers, a faculty advisor, and a written constitution or bylaws. Student organization funds and funds for student organization activities are typically administered by the [College Association](#), even if they are generated using external vehicles such as crowdfunding.

**Study Abroad Office.** Office responsible for academic programs abroad at each campus. Generally, colleges/schools with that offer programs will have a Study Abroad Office; colleges/schools that do not may instead only have a faculty or staff member responsible for advising students and faculty planning travel abroad and ensuring compliance with the CUNY International Travel Guidelines. (See [International Education Liaison](#)). Campus study abroad offices and international education liaisons are listed here.

**Substantial Equivalence.** Standard used to evaluate whether travel insurance plans offered by affiliated providers and exchange partners can be substituted for the required CUNY CISI policy. The alternate plan must include:

- At least 80% of the current CUNY CISI plan’s coverage for: accidental death and dismemberment, medical expenses, emergency medical evacuation, repatriation/return of mortal remains, security evacuation, as well as 24/7 phone assistance service to help travelers access their benefits under the plan. (If the coverage is complete except for security evacuation, CUNY also has a standalone security evacuation policy option through CISI that may be used to supplement an alternate policy that otherwise meets the criteria for substantially equivalent coverage).
- If CUNY’s coverage is unlimited in any of these areas, the alternate plan must provide at least $100,000 of coverage in that area.
- In addition, the insurer providing the alternate insurance policy must have a minimum current A.M. Best’s rating of “A-VII” and the policy must include a waiver of all rights of subrogation against CUNY for losses covered by the policy.

The College is responsible for evaluating substantial equivalence. Since the company that offers the CUNY CISI insurance plan also offers other plans at different levels, alternate policies offered by CISI may not be substantially equivalent and should also be reviewed. If there is any doubt that the coverage is not substantially equivalent, the traveler(s) must also be covered by the CUNY CISI insurance plan. Travelers who are allowed to be covered under an alternate plan should be informed of the availability of the CUNY CISI travel insurance plan as supplementary coverage.

The option of substantially equivalent coverage cannot be used to waive the CUNY CISI requirement for faculty-led trips or student organizations.

**Travel Warning.** Under CUNY’s International Travel Guidelines, a travel warning is either a level 3 or 4 State Department Travel Advisory (for all or part of the country—see [differentiated advisory](#)) or a CDC level 3 travel notice. Travel to locations under a travel warning is not allowed; however, some travelers are eligible to apply for a waiver, depending on the type of warning and type(s) of traveler(s) (see Table D). Although Department of State travel advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors should also monitor the news for developments in trip destination countries during the planning and execution phases of a trip.
FINAL DRAFT

CUNY International Travel Guidelines

REVISED March 16, 2018
Table of Contents

1. Introduction
   1. Policy Basis and Purpose
   2. Core Concepts and Principles
   3. What trips does the ITG address?
   4. Who is covered by the ITG?
   5. Types of trips covered by the ITG
      1. CUNY Trips
      2. Independent Trips
      3. International trips not covered by the ITG
   6. Student Requirements and Responsibilities
      1. Students on CUNY Trips
         1. Before Departure
         2. While Abroad
            1. Behavioral standards
               1. General expectations
               2. CUNY Drug and Alcohol Policy
               3. Sexual Misconduct, including Harassment and Assault
               4. High Risk Activities/Driving
            2. Disciplinary procedures
      3. CUNY Students on Independent Trips
      4. Requirements and Responsibilities of Traveling Faculty/Staff
         1. Faculty/Staff Traveling Abroad with Students
         2. Faculty/Staff Traveling Abroad without Students
      5. Oversight of CUNY Trips Abroad
         1. Executive Oversight of CUNY Trips
         2. Operational Oversight
            1. Planning Responsibilities of Campus Directors
            2. Registration and Financial Management
            3. Insurance Coverage
            4. Communication Tree and Emergency Protocol
            5. Logistical Arrangements
            6. Notice to Exchange Partner or Program Provider
            7. Orientation
            8. Collaborate with Student Organization Officers Planning Trips
            9. Planning Responsibilities of Field Directors
      6. CUNY Trip Approval
         1. Purpose
         2. REO Approval
         3. Trip Planning
         4. Risk Management Plan
         5. Travel Warnings
         6. High Risk Activities
         7. Defined Leadership
         8. Field Directors
9. Conflicts of Interest
10. Friends and Family
11. Pre-Departure Requirements for Approved CUNY Trips
   1. Pre-Departure Orientation
   2. Enroll All Participants in CUNY’s CISI Travel Insurance Plan
   3. Mandatory CUNY-GO Registration (Terra Dotta)
   4. Monitor State Department Travel Warnings and CDC Travel Notices
   5. Collect Waivers
   6. Group STEP Registration
   7. Title IX Policy and Sexual Misconduct
   8. Follow CUNY Rules on Purchasing and Agreements
   9. Field and Campus Director Expectations During Trips
      1. General Expectations
         1. Be available 24/7
         2. Keep records
         3. Reinforce participant behavior standards during trip
         4. Follow University and applicable state and federal policies
      2. During an Emergency Abroad
         1. Coordinate with appropriate local authorities and contacts
         2. Ensure qualified medical care
         3. Communicate with College and CUNY officials
         4. Locate missing participant(s)
         5. Support participants who cannot continue to travel
         6. Prioritize student well-being
         7. Anticipate stress/psychological responses to trauma
         8. Provide updates to campuses with participants
         9. Document all incidents
      10. Appendices
          1. Tables
             1. Table A: Overview of Key Trip Requirements
             2. Table B: Responsible Executive Officers
             3. Table C: CUNY Trip Approval Process
             4. Table D: Travel Warnings and CUNY Trips
          2. Forms
             1. CUNY International Group Trip Proposal Form
             2. CUNY International Travel Participation, Waiver and Emergency Contact Form (“release form” for group travel)
             3. CUNY Independent Travel Notification, Waiver and Emergency Contact Form (“release form” for independent travel)
             4. CUNY International Travel Warning Waiver Petition Form
             5. CUNY Release Agreement for Activities in a Country under a Travel Warning
             6. Incident Report Form
             7. Emergency Card Template
             8. Resources
                1. Understanding Title IX Guidelines While Abroad: A Student Guide
                2. Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students
                3. Recommendations for Travelers to Regions with Zika and Other Mosquito-Borne Diseases
                4. Checklist for CUNY International Trip Orientations (“Orientation Checklist”)
                5. Student Checklist for International Travel
6. FAQs
7. Glossary
CUNY International Travel Guidelines

1. Introduction

1. Policy Basis and Purpose

Safety These updated CUNY International Travel Guidelines (“Guidelines” or “ITG”) are issued by the Office of Academic Affairs; Office of Environmental, Health, Safety, and Risk Management and the Office of the General Counsel, pursuant to the Board of Trustees Policy on International and Domestic Travel Guidelines for Safety and Risk Management, adopted as Calendar Item 4.A. at the Board's meeting on 28 November 2011." Revised September 22, 2017.

Approved by the Board of Trustees November 28, 2011

Revised May 7, 2014

As best practices for the implementation and oversight of travel programs evolve, the offices that created the guidelines anticipate reviewing them on a regular basis and revising them as needed.

-Resolution of the Board of the Trustees, November 29, 2011
# TABLE OF CONTENTS

1. **PURPOSE** ...................................................................................................................................................... 1

2. **INTERNATIONAL TRAVEL DEFINED** .................................................................................................. 1
   - TRIPS COVERED BY THESE GUIDELINES .......................................................................................... 1
   - CUNY-AFFILIATED INDEPENDENT TRAVEL .................................................................................... 2
   - TRIPS NOT COVERED BY THESE GUIDELINES ................................................................................ 3

3. **RULES AND REQUIREMENTS FOR SPONSORED TRIPS** ........................................................................ 3

4. **PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A SPONSORED TRIP** ...................... 5

5. **PRE-TRIP COMMUNICATIONS** ............................................................................................................ 10

6. **METHODS OF TRANSPORTATION** ..................................................................................................... 11

7. **PARTICIPANT BEHAVIOR** .................................................................................................................... 12

8. **PROGRAM DIRECTOR EXPECTATIONS** ........................................................................................... 14

9. **EMERGENCY PROCEDURES FOR PROGRAM DIRECTORS** .............................................................. 15

**FORMS**

A. **CUNY INTERNATIONAL TRAVEL PROGRAM PROPOSAL COVER SHEET** ........................................... 18

B. **INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL OUTLINE** ................................................. 20

C. **CUNY INTERNATIONAL TRAVEL NOTIFICATION FORM** ........................................................................ 22

D. **CUNY EMERGENCY CONTACT INFORMATION SHEET** ......................................................................... 25

E. **CUNY INTERNATIONAL TRAVEL PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM** .................................................................................................................................................... 26

F. **CUNY INDEPENDENT TRAVEL NOTIFICATION, WAIVER, AND EMERGENCY CONTACT FORM** ......................................................................................................................................................................... 32

G. **PROGRAM DIRECTOR CHECKLIST FOR INTERNATIONAL PROGRAM** .................................................. 38

H. **STUDENT CHECKLIST FOR INTERNATIONAL PROGRAM** ...................................................................... 40

I. **CUNY EMERGENCY CONTACT CARD TEMPLATE** ..................................................................................... 43

**Email Contacts:**

Risk Management: riskmanagement@mail.cuny.edu

Academic Affairs: international.ed@mail.cuny.edu

Legal: oge@mail.cuny.edu
1.—Purpose

These guidelines are a resource guide to assist faculty and staff in the review and approval requirements and in the planning and preparing for health and safety issues that may arise in the context of students participating in international education programs.

While the information in these guidelines covers many different areas, the guidelines are not comprehensive and do not cover all circumstances. The guidelines are intended to prompt program directors to be prepared to maintain the health and safety of our students and prepared to assess and mitigate the potential risks.

Since responsible and accountable planning and preparation is the bedrock of successful international travel and programming, all international programs, including international trips and programs for student affairs or athletics purposes are required to follow these guidelines.

Written approval for all programs must be obtained from the campus Chief Academic Officer prior to the commitment of any University resources and prior to offering a program to students. Program directors, faculty leaders, and study abroad administrators are expected to seek guidance and input from campus-based safety and risk management offices when envisioning and planning the logistics of a program.

Guidance for procedural administration of international programs as related to student tuition and fees may be found in The CUNY Tuition and Fee Manual (Part III—Tuition, Section G—Guidelines Governing International Programs) at <http://www.cuny.edu/about/administration/offices/la/fee-manual.html>.

2.—International Travel

Defined Trips Covered by
These Guidelines

The following guidelines for international travel are for currently enrolled CUNY undergraduate or graduate students participating in CUNY-sponsored trips.

“International travel” is classified as any student travel that takes place outside of the fifty states of the United States of America. Trips to Puerto Rico and other U.S. territories and protectorates are considered international trips that are subject to these guidelines.

For purposes of these guidelines, a “sponsored trip” is any international travel that is (1) sponsored or organized by a University or college office, department, or division, or a recognized and chartered student organization, or otherwise carried out by a CUNY faculty member or administrator in his or her official CUNY capacity, or (2) funded by any monies as may be in the control of the college, the University, or a University/College-related entity, including the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation. Sponsored trips must be approved by the Chief Academic Officer.

Examples of sponsored trips include: international studies arranged by a CUNY/college office, Division of Student Affairs-sponsored field trips; club sports trips; the activities of University-recognized student organizations (in accordance with Article XV, Section 15.2 of the Board of Trustees Bylaws); college association-funded travel; faculty member, department, or division; and travel in which a recognized and chartered student organization officially represents the University.

CUNY-Affiliated Independent Travel

CUNY-affiliated independent travel is any self-guided international travel by a student for the purpose of pursuing research or internship activities related to academic work at CUNY. CUNY-affiliated independent travel has a unique set of mandatory procedures, which may be found in the boxed text below.

Graduate Student Trips

International travel by graduate students for independent research, internships, practicums, and the like are not considered sponsored trips; however, the student traveling is required to:

1. Complete, sign, and have notarized an Independent Travel Notification, Waiver, and Emergency Contact Form and submit it to the Vice President for Student Affairs/Development prior to departure (the office of the Vice President for Student Affairs may need to direct students to the appropriate office at its campus that handles international travel programs);

2. Have CUNY’s international medical and evacuation insurance coverage for the duration of the trip;
3. Consult with Student Affairs as soon as s/he is aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that consultation may be sought from the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

Undergraduate Student Trips

International travel by undergraduate students for independent research, internships, practicums, and the like are not considered sponsored trips; however, the student traveling is required to:
1. Complete, sign, and have notarized an Independent Travel Notification, Waiver, and Emergency Contact Form and submit it to the college Study Abroad office prior to departure;
2. have CUNY’s international medical and evacuation insurance coverage for the duration of the trip;
3. consult with home college study abroad office as soon as s/he is aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that consultation may be sought from the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

Trips Not Covered by These Guidelines

These guidelines do not apply to students who travel internationally to participate in activities that are unrelated to academic work at CUNY. Students who participate in credit-bearing non-CUNY study abroad programs or who enroll directly at foreign academic institutions are also not subject to these guidelines. Guidance provided by CUNY offices in terms of information sharing about available non-CUNY international internships, work, or academic offerings; course equivalency; credit evaluation; or other logistical support does not count as CUNY sponsorship. All CUNY students traveling abroad, even for reasons unrelated to academic work at CUNY are strongly encouraged to purchase international medical and travel insurance.

If a college department is uncertain if the international travel in question is covered by these guidelines, please contact either the International Education Coordinator in the Office of Academic Affairs at international.ed@mail.cuny.edu or the Office of Environmental, Health, Safety and Risk Management at riskmanagement@mail.cuny.edu.

3. Rules and Requirements for Sponsored Trips

All sponsored trips must meet the following requirements:

a. Purpose: The purpose of the trip must be consistent with the University’s mission, and travel must be planned so as not to create an undue interference with academic responsibilities.
b. Prior Approval Required. To ensure that sponsored trips are consistent with the University's mission and that student safety issues have been addressed, each trip must be approved well in advance by the relevant campus Chief Academic Officer (CAO). The program director must submit a sponsored trip proposal to the Office of the Provost no fewer than six (6) months before the proposed trip; the CAO may provide exemptions to the deadline at his/her discretion. See Section 4.

e. Program Director. All sponsored trips must have a designated program director who has overall accountability for development and implementation of the trip. The program director is responsible for handling the logistics of the trip, collecting the required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, and conducting follow-up activities. The program director must be a full-time faculty member or administrator in the college department that is sponsoring the trip or, in the case of student organization trips, the faculty or staff advisor to the organization, unless otherwise approved by the campus Chief Academic Officer. See Section 8.

d. Contracts. Administrators, faculty, staff members, departments, offices, students, and student organizations may not enter into or sign contracts related to sponsored trips.

Only the College President, as authorized by the Board of Trustees may sign documents with counterparty institutions in connection with sponsored trips, and no one may sign any contracts, memoranda of understanding (MOUs), letters of intent, letters of understanding, or any other written documents without approval as to form by the Office of the General Counsel. For more information on the approval process for international agreements and for model agreements, please visit <http://www.cuny.edu/academics/programs/international/faculty/director-resources.html>.

As a governmental entity, the University is subject to New York State laws, audits, and public scrutiny. Therefore, only college and university purchasing departments have the authorization to make commitments on behalf of the college/university with international institutions, program providers, and vendors such as hotels, conference sites and transportation companies. The department or office sponsoring international programs or trips must work with the college purchasing department when requesting quotes or procuring items or services. More information can be found on the “Purchasing FAQs” at <http://www.cuny.edu/about/administration/offices/bf/uc-links/FAQs_on_Purchasing_in_CUNY.pdf>.

e. 24/7 Access. Trip participants must have 24/7 access to the program director at the sponsoring CUNY college and program sites abroad. If the program director will not accompany the trip participants abroad, then the program
director or designee must be available (by phone or e-mail) to the trip participants at all times during the international travel and activity, and must also be available in the immediate 48 hours before scheduled departure dates of the trip. Trip participants must also have 24/7 access to the designated contact person abroad who is responsible for the trip abroad. The program director must identify the name and phone number(s) for all such responsible contact persons on the International Travel Notification Form.

f. Insurance. All trip participants (students and CUNY faculty and staff) must have international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. Program directors must enroll all participants in the University’s insurance plan at the time of the participant’s commitment to the program or trip, prior to the program departure date(s), and apply the cost to each participant’s program fee. The insurance policy must provide coverage for the insured individual for the entire program period including travel days to and from the destination(s). Program directors must clearly communicate insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their particular travel dates.

g. Ratio. These guidelines recommend that for faculty-led or staff-led CUNY trips there is at least one (1) faculty or staff member for every one to twenty (1-20) students over the age of 18 and one (1) faculty or staff member for every one to five (1-5) students under the age of 18.

h. No Friends or Family. Friends and family of faculty, staff and students are not eligible to participate in sponsored trips, except with the explicit prior written permission of the Chief Academic Officer (CAO). The CAO will provide notification of all instances of friends or family participating in sponsored trips to the Office of Environmental, Health, Safety and Risk Management (OEHSRM) and Office of the General Counsel (OGC). Any friends or family traveling on CUNY-sponsored trips must be enrolled in the University’s international medical and travel insurance coverage plan and must comply with any other requirements, including, but not limited to, signing a participation form, deemed necessary by the Office of Academic Affairs, OEHSRM, and OGC.

The ITG communicate the standards and procedures of The City University of New York ("CUNY" or "University") for travel abroad by CUNY faculty, staff and students, and to provide guidance to CUNY faculty, staff and students planning, supporting and undertaking travel abroad. A principal goal of the ITG is to ensure that international trips with a connection to CUNY and in which students, faculty, and/or staff...
participate, whether on an academic, co- or extra-curricular basis, are planned in a way to mitigate foreseeable health and safety risks. Therefore, in addition to study abroad, the ITG address trips abroad organized by organizations through Student Affairs and Student Athletics (volunteer opportunities, athletic competitions, etc.), and applicable independent travel (e.g. for internships, research, conferences, etc). They also outline requirements for CUNY faculty and staff traveling with and without students and other international trips organized under CUNY auspices.

i. Non-Compliance. Any sponsored trip taken without all of the following: (i) prior approval of the Office of the Provost as evidenced by sign-off of the proposal, (ii) collection of an International Travel Participation, Waiver, and Emergency Contact Form and proof of insurance from each participant in the trip, (iii) timely submission (one month to two weeks before the departure) to the Office of the Provost of a complete and accurate International Travel Notification Form, participant list, and Emergency Contact Information Sheet, or that otherwise violates these guidelines may result in individual and/or organizational discipline as outlined in CUNY Article XV of the CUNY Board of Trustee Bylaws, http://policy.cuny.edu/toc/btb/, or applicable collective bargaining agreements. Violations of the ITG may result in disciplinary action pursuant to Article XV of the CUNY Board of Trustee Bylaws, if applicable, or applicable collective bargaining agreements. If a trip coordinated by a student organization is found in violation of the ITG, the organization and its officers may also be subject to disciplinary action pursuant to Article XV.

4. Procedures for Approval and Implementation of a Sponsored Trip

Program directors are responsible for the health and safety of all participants and must properly plan and prepare for a safe and educational international trip or program. Planning and preparation must include: thorough research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants. Program directors must bear in mind that the health and safety of the students is of paramount importance in all aspects of the planning. The program director must complete the following steps:

STEP 1—Prepare a Proposal

Prepare a proposal for the international trip using the International Trip, Travel, or Program Proposal Outline. Groundwork for program development and logistics should be well underway prior to submission of a proposal. Proposals for attendance at conferences, especially those for which housing and on-the-ground logistics are pre-arranged, may be submitted as soon as information about the trip becomes available.

When developing a proposal:

a. Select the site and identify the various associated risk factors such as the political situation, socioeconomic conditions, and environmental factors (such as air/water quality). Describe the efforts to plan a safe trip, provide information known about the location and available infrastructure (such as proximity to transportation hubs, medical care, and amenities
in the local neighborhood). If possible, in addition to background research found in guidebooks or on the internet, try to speak with experts on or individuals from the country or region in order to learn as much as possible about traveling in that place as well as local laws and customs.

b. Examine U.S. Department of State Consular Information sheets, travel warnings or alerts, and Centers for Disease Control and Prevention (CDC) travel notices. Programs must not take place in countries with any U.S. Department of State or CDC warnings or alerts that warn or strongly urge against travel unless the program director obtains prior written approval from both the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management (also see the discussion on “International Education Crisis Management Teams” on page 16). Program directors should notify OAA and OEHSRM as soon as they become aware of a U.S. Department of State warning or alert or CDC travel notice. Program directors must register approved programs with the U.S. Department of State so that the group’s presence and whereabouts are known.3

c. Make sure the overnight accommodations, such as hotels, the residence halls/dormitories of universities, and homestays are safe, secure, and to the extent possible, accessible for participants with mobility disabilities. It is recommended that all lodging be vetted through personal site visits by the program director, if possible. If the program director or staff has not previously used or seen the accommodations in person, he/she should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (including making inquiries regarding the experience of other colleges and universities) during the planning phase. The NAFSA: Association of International Educators Guide to Education Abroad provides the following questions when planning safe housing arrangements, which may be helpful to consider: Will students be able to get out quickly in case of fire? Are there smoke alarms present? If the program takes place in a region prone to earthquakes, are the structures built to withstand them? Is there appropriate security present? If students are being housed with host families, has a


3 For more information, please see the following:
   • U.S. Department of State Travel Site: http://www.state.gov/travel/ 
     Trip registration with the U.S. Department of State: https://travelregistration.state.gov/ibrs/ui/ 
     Program directors should advise non-U.S. citizen students to also inform the governments of their countries of nationality of their travel plans.
   • Centers for Disease Control and Prevention Travel Site: http://wwwnc.cdc.gov/travel/default.aspx
program staff member visited each home and looked at conditions? Will students have adequate quiet places to study? Has the family provided personal references, and has the program director or international host institution checked the references? Is there someone to follow up with the families and students if there is conflict or if they don’t get along?24

d. Identify special requirements or skills required for everyone’s participation on the trip in any specific activities or excursions to be undertaken. Program directors should deliberately consider and discuss as appropriate, participants’ physical abilities and the inherent risks of the proposed activities. Discussion of a participant’s physical abilities must be conducted in a manner that ensures the privacy of the individual.

Program directors should make all efforts to mitigate risks associated with program-related activities. Program directors are prohibited from scheduling high risk activities like bungee jumping, whitewater rafting, and technical mountain climbing that can put participants in danger. Program directors must inform students that they are prohibited from engaging in such high-risk activities in their free time.

e. Check the climate and weather forecast for the location(s) of the trip and remind all participants to pack and dress appropriately.

f. Identify any potential hazards related to the trip, such as excessive heat or cold, insect-borne diseases, issues with terrain, hazardous plants, and wild animals in the area. Program directors are to provide participants with guidance specific to activities being undertaken. Program directors must submit these guiding directions, and the evaluation of potential hazards, together with the international trip proposal to the Chief Academic Officer for review.

g. Identify local resources for emergencies, such as medical care, as necessary. In addition to knowing how to access such services, the program director must recognize, be aware, anticipate, and prepare for the likelihood of cultural and technical differences in the approach to service provision in a given locale.

h. Anticipate and plan for emergencies such as theft, illness, accidents, medical needs, inclement weather, vandalism, missing persons, etc. (see Section 9—“Emergency Procedures for Program Directors”). The program director, working with any international collaborators and home college administrators, needs to develop processes in order to determine the best course of action for different unanticipated situations and emergencies. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group
needs to evacuate the country? What will you do if a member of the


__group is a victim of a crime or is injured? What will you do if a participant goes missing?__

i.—Most international trips will require round-trip international air travel. Consider if the entire group must fly and arrive together or if the participants may book their own travel, fly separately, and meet at a central location at the destination. If the group is meeting at a central location, program directors must provide directions and guidance on how to get to the meeting place, ways to communicate with each other (such as cell phone numbers or a phone number for the meeting location), and how to respond in the event that travel/flight delays prevent a participant from arriving at the meeting location at the designated time.

j.—Consider transportation methods and time spent traveling in the destination country or region while developing the itinerary to maximize the group’s time in the country.

**STEP 2**—Submit the proposal and International Travel Program Proposal Cover Sheet to the Chief Academic Officer no later than six (6) months before the proposed trip. Note that submission of a proposal to the Chief Academic Officer does not mean that a trip has been approved.

The Chief Academic Officer shall meet with the program director prior to the trip to review specific trip details, confirm that these guidelines have been met, and then determine whether or not to provide approval for a proposed trip. Approval will be deemed provided when the Chief Academic Officer signs the International Travel Program Proposal Cover Sheet (see page 19).

**STEP 3**—After the Chief Academic Officer approves the trip, submit the following documents to the campus Chief Academic Officer, the program director’s department, the Office of Public Safety, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs one month to two weeks before participants are scheduled to leave the country; file the original with the CAO and provide copies to the other offices.

a.—A fully completed International Travel Notification Form (see page 22) that includes the name of the organization sponsoring the trip, the name of the program director, the program director’s contact information, the travel destination and accommodations, purpose of the trip, number of participants, departure and anticipated return dates and times, and methods of transportation (international and local).
b. A detailed trip itinerary of the day-to-day activities.

c. A list of all participants on the trip, including the program director, students, instructors, chaperones, etc., with their names, local addresses, phone numbers and passport numbers.

d. A fully completed Emergency Contact Information Sheet for each participant (see page 25). The Emergency Contact Information Sheet shall include a list of participants and the names and phone numbers of the participants’ designated emergency contacts. The Emergency Contact Information Sheet shall be kept on file with the college Office of Public Safety in the event of an emergency during off-hours.

e. A communication tree with the contact information for the appropriate individuals to be contacted abroad and locally within CUNY in case of an emergency.

f. A written protocol regarding how to respond to emergency calls from students abroad. Program Directors need to work with the local Office of Public Safety to develop the emergency response protocol (see Section 9).

If any of the information provided in these documents changes during the trip, the program director must promptly notify the Chief Academic Officer, the program director’s department, the college Office of Public Safety, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs of the changes.

STEP 4 — Collect a signed and notarized International Travel Participation, Waiver, and Emergency Contact Form (see page 26) from all participants of the program and enroll them in the University’s international medical and travel insurance policy at the time of commitment to the program or trip. If a student is under the age of 18, the International Travel Participation, Waiver, and Emergency Contact Form also must be signed by a parent or guardian and notarized.

Participants who do not submit a properly signed and notarized International Travel Participation, Waiver, and Emergency Contact Form or are not enrolled in the University’s international insurance plan may not participate in the sponsored trip.
International Travel Participation, Waiver, and Emergency Contact Forms and insurance information must be kept on file by the sponsoring department or organization of the College for at least six (6) years after the sponsored trip has ended and the participants have returned. Any questions regarding this Form should be sent to the Office of General Counsel at ogc@mail.cuny.edu. ITG cover many different areas, they may not provide clear guidance for every specific case. If you are uncertain which requirements apply to a trip you are planning after consulting with your Study Abroad Office or International Education Liaison, contact global@cuny.edu.

STEP 5—Inform the international education liaison at the students’ home colleges (if the sponsoring college is not the same as the student’s home college) of student participation in the international program or trip. The list of CUNY international education liaisons may be found at global@cuny.edu.

The ITG will be periodically updated; users should refer to the online version for the most current standards. Questions on interpretation and suggestions should be submitted to: global@cuny.edu.

The ITG do not cover issues relating to the administration of student tuition and fees for international trips and programs. These issues are addressed in the CUNY Tuition and Fee Manual (Part III – Tuition, Section G – Guidelines Governing International Programs).

If a student participant is under the age of 18 at any time during the trip, then the release forms and insurance information must be retained for six (6) years from the date that the student reaches age 18.

2. Core Concepts and Principles

5. Pre-Trip Communications

Each program director must provide the sponsored trip participants with a mandatory pre-departure orientation to prepare them for the cultural experience and logistical matters related to traveling internationally and for the specific destination(s). The program director shall communicate with students through meetings, email, and/or other written means regarding the planned itinerary, behavioral expectations, transportation plans, and accommodation details so that all participants are aware of what they can expect. Program directors are to review the following personal safety tips, as applicable, with trip participants:

A. Advise participants to voluntarily disclose any mental health concerns, disabilities, or health issues that may need to be accommodated during the trip. For programs requiring an application process, the medical and health disclosure must take place only after the participant gains acceptance to the program. Program directors may collect sensitive information and maintain it in a sealed envelope to ensure privacy and confidentiality with disclosure to the program director’s designee only if necessary.
For example, the program will be better able to serve the needs of participants who disclose prior to departure that they are asthmatic, diabetic, bipolar, or experience particular drug and food allergies.

**CUNY Trips**

1. The travel is organized by a University or college unit, office, department, or division, or by a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator in the course of his or her duties to CUNY; or

2. The travel is funded by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation; and

**B.** Advise participants that traveling abroad can cause psychological stress, especially as the participants’ daily routine is likely to change. Inform participants about jet lag and sleeping adjustments, change of diet, possible lack of exercise, homesickness, loneliness, language barriers, and culture shock. When participants are placed in homestays with local families or share dorms or hotels with roommates the adjustment to sharing close quarters may be difficult. Encourage participants to find a constructive outlet to work through any possible uneasy feelings or frustrations.

**Independent Trips**

c. Direct participants to carry the following with them at all times: any personal medications that they require, international insurance cards, and emergency contact information cards (see Emergency Contact Card template on page 43). Remind participants to be mindful of any prescription drug or over-the-counter medication program they take and to plan with their medical provider and insurance carrier to ensure an adequate supply for the duration of their time abroad; some prescriptions and over-the-counter medicines are not obtainable abroad. Remind participants to use caution when purchasing or using unfamiliar over-the-counter medications.

d. Advise participants that food and water-borne illnesses are a common ailment for travelers in many parts of the world where water sanitation and hygiene are different. Often, diarrhea results from ingesting food or drinks that contain contaminated particles. Program directors should inform participants if the water supply at the international location is potable or if participants should treat water before drinking it (or using it for teeth-brushing). Iced beverages may also not be safe, depending on the water the ice was made with, so caution should be advised. Fresh fruits should be washed and peeled carefully. Food prepared without proper hand washing and food that is sitting out and exposed to flies and bacteria or unrefrigerated for a period of time may become contaminated. Careful attention to food and drink can prevent sickness.

e. Remind participants to take the necessary precautions during times of extreme temperatures. For instance, when it is hot, participants should stay hydrated, wear light clothing, and use sunscreen if there is sun exposure.

f. Advise participants that traffic rules vary in different countries.
and remind participants to use caution when crossing busy streets.

1. The travel is organized or entered into independently by a CUNY student and has a direct connection to her or his program of study (e.g. internship, research, conference presentation, or non-CUNY study abroad program), or

2. The travel is organized or entered into independently by a CUNY faculty member or administrator and has a direct connection to his or her teaching, research and/or administrative activities at CUNY.

g. Remind participants to be aware of stereotypes of U.S. men and women and be familiar with cultural expectations related to gender. Program directors should inform participants about local verbal and non-verbal communication. All participants, particularly female participants, should take note and beware of appropriate behavior and interactions between the sexes and dress appropriately to avoid unwanted attention. Encourage all participants to wear culturally appropriate clothing and abide by cultural norms in the region.

h. Advise participants to take precautions to avoid and/or minimize the risk of transmission of sexually transmitted diseases. The Centers for Disease Control and Prevention (CDC) reports that “the risk of HIV infection for international travelers is generally low and because HIV infection and AIDS are distributed globally, the risk for international travelers is determined less by geographic destination and more by behaviors that put them at risk for becoming infected, such as sexual and drug-using behaviors.” Encourage participants to be cautious with non-medical procedures, such as tattooing or piercing that would require needles. Encourage participants to be mindful of situations where there would be contact with blood or needles in health care settings, such as blood transfusions or insulin injections.

All travel under the ITG takes place abroad (including Puerto Rico and other U.S. territories and protectorates); for domestic travel, consult the Domestic Travel Guidelines.

2. Who is Covered by the ITG?

6. Methods of Transportation

The ITG cover:

Program directors shall work with the college business office when arranging for the payment or purchase of any good or service, including air or ground transportation, when appropriate. CUNY undergraduate and/or graduate students, whether or not degree-seeking and/or matriculated. An individual participating in an international trip through a Continuing Education program is considered a CUNY student for the duration of the trip and is therefore subject to these Guidelines. The requirements for students vary depending on whether the trip is a CUNY Trip or an Independent Trip.

For more information, please visit <http://www.globaled.us/irl/forms/UNLVAdviceforWomenTravelers.html>.
Program directors must not rent or use vehicles or drive groups of students. Program directors are encouraged to hire reputable commercial transportation or travel agencies to provide transportation services. CUNY faculty and staff, as long as their travel has a connection to their employment at CUNY. However, the requirements vary according to whether they are traveling with students and whether the trip is a CUNY Trip or an Independent Trip. Faculty and staff traveling without students but in a group organized under CUNY auspices are on a CUNY Trip and are required to follow the same requirements as employees traveling with students.

Participants must not operate vehicles or transport other students as part of the scheduled trip activities or in their free time. Individuals not otherwise covered by a or b. above whose affiliation with CUNY is limited to their participation in a CUNY Trip are also considered “CUNY students” for the duration of the trip and are subject to these Guidelines.

d. Participants must not rent or use other motorized modes of transportation, such as motorcycles, scooters or ATVs, unless it is to support a physical disability (e.g., a motorized wheelchair).

Participant Behavior

Program directors are to inform participants that they are required to follow behavioral expectations.

Types of trips covered by the ITG

1. **CUNY Trips**, i.e. individual and group trips that meet the criteria in I.B.1. a. and/or b. above, including trips organized, sponsored and/or funded by CUNY, a college, or a recognized student organization, and involving students, faculty, and/or staff. Groups trips must be approved by the College Responsible Executive Officer (REO) and have a designated Campus Director and (if applicable) Field Director.

Examples of individual and group trips covered by the ITG include:

1. Study abroad (trips on affiliated, exchange and faculty-led programs)
2. Athletic team travel
3. Trips and activities of recognized student organizations and clubs
4. Course-related field trips
5. Faculty-organized trips not directly related to a particular course
6. Group research projects and activities
7. Group volunteer experiences and service trips
**Special note about student organization trips:** Student organization trips are proposed and planned by a student organization in coordination with a Campus Director. However, unlike most CUNY Trips, it is primarily the responsibility of the student organization officers to investigate the organization providing trip services. The Campus Director is responsible for ensuring that student organization trips adhere to the ITG in terms of appropriate destinations, travel insurance, risk management reporting and other standards, but CUNY cannot offer the same level of scrutiny for travel through student organizations that it does for CUNY Trips organized by CUNY staff and faculty. Therefore:

- Students should approach offers to organize a group trip with caution, especially if they offer **clinical or other professional experience that would not be possible in the U.S.** Trips emphasizing volunteer service/humanitarian goals should be scrutinized in terms of the participants’ ability to provide meaningful assistance in light of their qualifications, and in terms of their ability to employ safety procedures (e.g., infection control) in that setting.
- Student organization officers must accept a higher degree of responsibility for scrutinizing the quality of the trip’s organization and safety standards.
- When a trip includes opportunities to gain clinical experience, student organization officers should use the standards outlined in the Global Ambassadors for Patient Safety (GAPS) Workshop offered by the University of Minnesota to assess the advisability of the trip.
- Participants and where applicable their families should do their own research to determine if the trip’s safety standards are consistent with their expectations.
- Participants in trips with opportunities to gain clinical experience should be required to complete the online GAPS Workshop before departure.
- Student organization officers should **avoid conflicts of interest in recruiting trip participants and may not accept free or discounted travel in exchange for meeting a recruitment quota.**

8. **Independent Trips** are trips undertaken by a CUNY student, faculty or staff member that meet the criteria in 1.B.1 above, but are outside of the parameters of a CUNY Trip. Students on Independent Trips with a direct connection to their program of study (research, internships, conference and credit-bearing opportunities abroad) and without the funding associated with a CUNY Trip and faculty and staff whose Independent Trips directly relate to their teaching, research and/or administrative duties are subject to these International Travel Guidelines. (Research, internships, and conference travel sponsored by CUNY or a CUNY college or student organization are CUNY Trips).

Students on Independent Trips subject to the ITG must follow these requirements.

Faculty and staff on Independent Trips subject to the ITG must follow these requirements and recommendations. Faculty and staff travel with at least one student is automatically a CUNY Trip.

1. **International Trips Not Covered by the ITG**
The ITG do not apply to students, staff or faculty who travel internationally primarily to participate in activities that are unrelated to CUNY (e.g., vacation, family visits). Note that a relationship to CUNY may exist outside of credit-bearing activities (see What Trips do the ITG Address?).

9. Student Requirements and Responsibilities

1. Students on CUNY Trips

1. Before Departure

Before departure, all participants must participate in all mandatory orientation events, submit all required paperwork, and, if not purchased on their behalf by the office coordinating the trip, purchase the appropriate CUNY CISI insurance policy for the full duration of their program abroad.

Exemptions from the CUNY CISI insurance policy requirement may only be granted for participants in exchange programs and affiliated programs that offer insurance policies that meet the substantial equivalence standard. The Campus Director of the program is responsible for evaluating alternate policies for substantial equivalence and for verifying enrollment of all participants before departure in whichever policy is deemed appropriate.

2. While Abroad

1. Behavioral standards

1. General expectations

a. Participants are representatives of their colleges and of the University, New York City, New York State, and the United States whenever they participate in a sponsored tripCUNY Trip. As such, students are expected to conduct themselves appropriately at all times, from departure to return. Students are expected to comply with applicable University policies, procedures, rules and regulations, as well as local laws and customs. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Article XV applicable University disciplinary processes, if any, including Article XV of the CUNY Board of Trustees Bylaws. If a trip coordinated by a student organization is found in violation, it and its officers may also be subject to disciplinary action pursuant to Article XV or other applicable procedures.

b. All trip participants are required to (a) comply with the standards set forth in the Henderson Rules of Public Order, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; (b) comply with the laws of the country abroad and the rules and regulations of the host institution; (c) assume responsibility for their own actions; and (d) conform their conduct to the standards surrounding the trip, understanding the circumstances of an international activity may require a standard of decorum which may differ from that applicable on campus in New York. Sanctions could include suspension and expulsion from the respective home college and The City University of New York. Due to the
circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings may not apply. The program director may, with consultation of the home college administrators, dismiss a student at his/her own expense without credit or refund from the University or College of any monies paid for a documented violation of University or program rules.

9 CUNY Board of Trustee By Laws, Article XV, <http://policy.cuny.edu/toc/btb>.

e.—All sponsored trips are a “CUNY-sponsored activity” and as such, must conform to the CUNY Drug and Alcohol policy, which states, “The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited.” See <http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>.

2. All CUNY Trips must conform to the CUNY Drug and Alcohol Policy

Drug and alcohol abuse and misuse will not be tolerated on sponsored trips. Violation of local laws and/or CUNY regulations or policies may result in immediate dismissal from the program and academic and/or disciplinary action upon return to campus. Program directors are required to discuss with participants that alcohol use and misuse while abroad is a risk. Although alcohol may be legal at a younger age abroad, its use and abuse is many times tied to students being victims of crime, violence, accident, and injury. This means that the purchase and consumption of alcohol by anyone under the age of 21 while participating in official CUNY Trip activities is prohibited, even if local laws and customs permit such activities by younger individuals. Drug use abroad can result in severe legal and judicial consequences abroad, including arrest and imprisonment in that country.

d.—International host countries may be the site of heightened political activity such as strikes and demonstrations. As guests in different countries, participants shall not engage in political activity. Participants may not have the same political freedoms as are experienced in the United States. Program directors must inform participants of the laws of the host country and the consequences of violating those laws. Program directors are expected to explain to participants that they are guests in the country/region to be visited and that they will be perceived by local citizens of the host country/region as representatives of the program, the college, the University, New York, and the United States.

e.—Participants in international programs are responsible for their own behavior and any resulting consequences. The College/University shall not be liable for any loss, damage, injury or other consequence resulting from a
participant's failure to comply with College/University rules and regulations, the direction of College/University employees, or applicable law. Participants are prohibited from engaging in high-risk activities, such as bungee-jumping, sky-diving, whitewater rafting, etc., even in their free time.

3. Sexual Misconduct

f. The University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, including sexual harassment. The City University of New York. As explained in CUNY's Policy on Sexual Misconduct, the University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, the University does not tolerate sexual misconduct, including sexual harassment or sexual assault, committed by trip participants (students, faculty, or staff), whether at the home campus or while abroad. It is demeaning, offensive, illegal, and prohibited by University policy. For more information on the University’s Sexual Harassment Policy, please visit [http://www.cuny.edu/about/administration/offices/ohrm/pdlm/programs/sexual-harass-prevent.html].

g. Program directors must conduct pre-departure orientations that address many personal safety tips outlined in Section 5: Pre-Trip Communications with participants. Program directors must ensure participants are familiar with the principles set forth in that section.

All trip participants must review Understanding Title IX Guidelines While Abroad: A Student Guide, which is distributed during orientation. If a student is a victim of sexual misconduct during a CUNY Trip, the student is entitled to support from trip staff on site. After the student returns to their home campus, the college will ensure that these supportive measures will continue. While abroad, students have the right to advice from local consular personnel with knowledge of the local criminal justice system. If a CUNY faculty or staff member is not on-site, the student should reach out to their home campus’ Title IX Coordinator, Public Safety Officer, or the Chief Student Affairs Officer. These individuals are tasked with making sure that the appropriate offices at the college are informed of an incident of alleged sexual misconduct and will coordinate to ensure a timely and appropriate response.

As described in Understanding Title IX Guidelines While Abroad: A Student Guide, CUNY will use its best efforts to handle allegations of sexual misconduct on an international trip in the same manner that it handles allegations of sexual misconduct on campus. Due to logistical limitations, CUNY is not always able to investigate incidents that are alleged to have occurred during international travel during the same time frame or in the same manner that it investigates incidents that are alleged to have occurred on campus. However, to every extent possible, CUNY will offer and provide interim supportive measures to the individuals involved.

A CUNY Trip participant who experiences or observes sexual misconduct while under the influence of drugs or alcohol should seek medical help and report the incident. The participant will not be disciplined for the drug/alcohol use in accordance with the CUNY Drug and Alcohol Use Amnesty Policy.

8. Program Director Expectations

4. High-Risk Activities/Driving
Program directors have many responsibilities before, during, and after the sponsored trip both while at CUNY and while at the international site. Program directors are expected to:

a. verify in the 48 hours immediately preceding the sponsored trip that the U.S. Department of State has not issued any travel warnings or alerts related to the destination(s) to be visited;

b. exchange emergency contact information (phone numbers and email addresses) with participants;

c. be available and on-call at all times (24/7) during the sponsored trip to respond to student participant concerns and problems as needed and in the immediate 48 hours before scheduled departure date(s) of the trip;

d. at all times (24/7) during the sponsored trip possess, in hand, an International Travel Notification Form and a full set of student participant International Travel Participation, Waiver, and Emergency Contact forms and leave copies of said forms with a designee in New York City;

e. serve as the official university representative in cases of emergency;

f. coordinate emergency response and all communications between and among the college, the University, and the relevant persons and organizations on-site;

g. notify authorities at the local site immediately in the event that one or more student participants cannot be accounted for or is missing;

h. ensure students receive medical attention by trained professionals in case of a medical emergency;11

i. be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, HIPAA, and the Clery Act; and12

j. conduct all appropriate follow-up activities, such as completing incident reports. Participants are prohibited from engaging in high-risk activities that do not relate to their educational program, such as bungee-jumping, sky-diving, whitewater rafting, etc., even in their free time. If in doubt about whether a specific activity would qualify as a prohibited “high-risk” activity, consult with the Field Director. Coverage under CISI insurance for injuries or death sustained during high-risk activities is not guaranteed, and coverage of injuries sustained under the following conditions is explicitly excluded:11
1. “War or any act of war, whether declared or not”
2. “While riding as a pilot, student pilot, operator, or crew member, in or on, boarding or alighting from, any type of aircraft”
3. “While taking part in mountaineering where ropes or guides are normally used; hang gliding; parachuting; bungee jumping; racing by horse, motor vehicle, or motorcycle; parasailing”
4. “While participating in professional athletics.” (CISI CUNY Plan Description of Coverage)

9. Emergency Procedures for Program

Directors Emergency Preparedness

Program directors are required to make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for educational trips.

Operating a motor vehicle abroad is prohibited; students who decide to operate a motor vehicle against CUNY policy do so at their own risk, and their coverage under CISI insurance cannot be guaranteed. Faculty and staff are also prohibited from driving motor vehicles while abroad with students. Transportation in private motor vehicles must be carried out by locally licensed drivers engaged by a reputable company.

Emergency Response

The following guidelines are meant to assist the colleges in thinking through appropriate responses in the event of an emergency. Program directors are required to develop a crisis management protocol that takes into consideration the following key issues:

1. emergency response and rescue;
2. notification of participants’ emergency contacts;
3. press and media;
4. legal and liability issues that may arise;
5. stress and psychological issues and effects resulting from an emergency event; and
6. post-incident responses: arranging participants’ return, medical treatment, follow-up information, and debriefing.

As needed, according to the incident, program directors shall:

a. contact local police or law enforcement to report theft, vandalism, or any other criminal activity;

l. contact the local emergency medical provider for medical emergencies; Disciplinary procedures

e. contact the office of the provost and the office of the vice president of student affairs;

d. contact the central office of public safety, particularly if a student is involved
with the police abroad;
e. report all injuries or illnesses to designated campus officials;

CUNY Trip participants are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.

All trip participants are required to (a) comply with the standards set forth in the Henderson Rules of Public Order; (b) comply with United States laws and the laws of New York State and New York City; (c) comply with the laws of the country abroad and the rules and regulations of the host institution; (d) assume responsibility for their own actions; (e) refrain from violating CUNY policies; and (f) adhere to the standards of the trip, understanding that the circumstances of an international activity may require a standard of decorum which may differ from that applicable on campus in New York.

Due to the circumstances of activities abroad, the Field Director may, in consultation with College administrators, dismiss a student from the trip at the student’s own expense or take other remedial actions to address the behavior abroad, without credit or refund of any monies paid, for a documented violation of University or trip rules.

Depending on the violation, the student may also be subject to disciplinary action pursuant to applicable University disciplinary processes, if any, including Article XV of the CUNY Board of Trustees Bylaws upon return to campus, and possible sanctions may include suspension or expulsion from the home College and The City University of New York.

1. **Student responsibility for pre- and post-CUNY Trip travel**

CUNY is not responsible for travel undertaken by the student before or after CUNY Trip dates. Students are strongly encouraged to extend their travel insurance to ensure coverage for the full duration of their scheduled travel, and to maintain a current itinerary with the Smart Traveler Enrollment Program (STEP). Students should also directly register independent pre- and post-CUNY Trip travel in CUNY’s online travel registration system (CUNY-GO). Directions and links for undergraduate and graduate independent CUNY-GO registration are here.

5. **CUNY Students on Independent Trips**

CUNY students may enroll in non-CUNY programs, and may make independent plans to enhance their educational experience. When travel abroad has direct connection to a student’s program of study but is not funded or organized by CUNY, a CUNY college or student organization, it is the student’s responsibility to follow the recommendations and requirements below. Travel primarily for leisure purposes or to visit family or friends, even if tangentially connected to a student’s program of study, is not covered by these provisions. For example, a student studying Mandarin who travels to Beijing for vacation is not subject to CUNY’s requirements for Independent Trips.

Required:
1. Register online with CUNY-GO (registration portals for independent undergraduate and graduate students are here).

1. **Travel Warnings.** If the destination is under a Department of State level 3/"reconsider travel" or 4/"do not travel" Travel Advisory (for part of the country or as a whole) and the student intends to earn academic credit during the trip and/or the trip is funded by CUNY, its colleges or student organization, submit the International Travel Warning Waiver Petition Form before making financial or other commitments to participate. It is the student’s responsibility to monitor both sources for
travel warnings, both when preparing the Independent Travel Notification, Waiver and Emergency Contact Form and after its submission.

2. If the Department of State issues a level 3 or 4 Travel Advisory or the CDC issues a level 3 Travel Notice for the destination after this form has been submitted and before departure, the student must immediately suspend travel planning and submit the International Travel Warning Waiver Petition Form. Students planning Independent Trips should subscribe to the State Department's country update service before departure in addition to registering through STEP for the duration of travel. Students planning participation in non-CUNY academic programs must coordinate well in advance with their home campus Study Abroad Office or International Education Liaison. Students who participate in study abroad programs that are not pre-approved risk not receiving academic credit.

Recommended:
1. Procure CUNY’s travel insurance for the full duration of travel abroad. If the program requires a different plan, it is still strongly recommended that the student obtain the CUNY CISI travel insurance as well, since its coverage is typically more comprehensive. If your program offers coverage that is substantially equivalent except for security evacuation, you may purchase a security evacuation-only policy to supplement your coverage. Students who opt not to purchase the full CUNY CISI policy accept full responsibility for any gaps in coverage.

2. Register with the Smart Traveler STEP program. (U.S. citizens and nationals only; anyone may subscribe to country-based safety updates) Review of an Independent Trip by the REO is only required if travel is to a destination with a Travel Warning requiring the International Travel Warning Waiver Petition Form.

Table A: Overview of Key Trip Requirements

<table>
<thead>
<tr>
<th></th>
<th>International Travel Guidelines apply to</th>
<th>CUNY CISI Insurance plan required</th>
<th>Risk Management reporting required</th>
<th>Pre-Departure Orientation required</th>
<th>Travel Warning Waiver Petition required if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliated</td>
<td>Yes</td>
<td>Yes, unless meets substantial equivalence requirement</td>
<td>Yes (by Study Abroad Office/IE Liaison)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Exchange</td>
<td>Yes</td>
<td>Yes, unless meets substantial equivalence requirement</td>
<td>Yes (by Study Abroad Office/IE Liaison)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Category</td>
<td>Yes</td>
<td>No</td>
<td>Yes (by Study Abroad Office/IE Liaison). If trip organized directly by another office, it is responsible for all requirements.</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td><strong>Faculty-led</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (by Study Abroad Office/IE Liaison). If trip organized directly by another office, it is responsible for all requirements.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Independent student trip (research, internships, conference or credit-bearing non-CUNY trip without CUNY, college or student organization funding)</td>
<td>Yes</td>
<td>No (strongly recommended)</td>
<td>Yes (self-registration through CUNY-GO)</td>
<td>No (strongly recommended, student may attend orientation for CUNY programs)</td>
<td>If credit-bearing, yes</td>
</tr>
<tr>
<td><strong>Student organization trip</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (by Student Affairs)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Faculty/staff trip with student(s) or on a trip organized under CUNY/college auspices</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (if not a faculty-led program, self-registration through CUNY-GO)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty/staff trip w/o students (organized and/or funded by CUNY/college or involves officially representing CUNY)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (by office coordinating trip or through CUNY-GO)</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty/staff trip w/o students (direct connection)</td>
<td>Yes</td>
<td>No (recommend)</td>
<td>No (recommended, self-registration)</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
3. **Requirements and Responsibilities of Traveling Faculty/Staff**

1. **Faculty/Staff Traveling Abroad With Students**

   CUNY faculty and staff traveling abroad with students are always deemed to be on CUNY Trips and are subject to the same travel insurance and risk management reporting requirements as students. Unless an exception is made in writing by the REO, dependents may not accompany CUNY employees traveling abroad with students. Exceptions will be made only if the REO is confident that dependents’ presence will not interfere with the employee’s ability to prioritize student needs under all circumstances. Faculty and staff are also prohibited from driving motor vehicles while abroad with students. All program motor vehicle travel must be in a vehicle driven by a professional driver licensed in the country of travel. Other requirements and responsibilities for faculty/staff planning travel with students are addressed in the trip proposal process.

   CUNY faculty and staff traveling abroad with students must receive training from the campus Title IX Coordinator (or his/her designee) and/or the Campus Director (or his/her designee) regarding CUNY’s Sexual Misconduct Policy and the Title IX Compliance Guidelines for CUNY Employees: Traveling Abroad With Students.

   CUNY faculty and staff traveling abroad with students are “Responsible Employees” pursuant to CUNY’s Sexual Misconduct Policy. Therefore, they are required to report to the Title IX
Coordinator (when possible through the Campus Director) any incident of alleged sexual misconduct of which they become aware while traveling abroad.

CUNY faculty and staff traveling abroad with students have a professional responsibility for those students. Therefore, pursuant to CUNY’s Sexual Misconduct Policy, faculty and staff traveling abroad with students are not permitted to engage in intimate relationships with those students.

CUNY faculty and staff traveling abroad with students are required to be familiar with CUNY’s Alcohol and Drug Use Amnesty Policy.

2. Faculty/Staff Traveling Abroad Without Students

1. **CUNY Trips.** Faculty/staff traveling abroad without students for CUNY-related purposes (e.g. conferences, research) are also required to enroll in the CUNY travel insurance plan and to register with CUNY-GO if the trip:

   1. is organized by a CUNY or college unit, office, department, or division, or
   2. will involve representing the College or the University, or
   3. is funded by monies controlled by the University, a college, or a University/college-related entity including the Research Foundation.

4. **Independent Trips.** Faculty/staff whose travel does not meet the CUNY Trip criteria and whose travel abroad is directly connected to their employment (e.g. an unfunded research sabbatical) may also enroll in the CUNY CISI travel insurance policy and participate in CUNY-GO reporting on a voluntary basis, and are encouraged to do so. Details on enrollment are available here.

Faculty/staff planning travel without students must consult the State Department Travel Advisories and CDC Travel Notices, and consult with their department or unit head before finalizing travel plans if a Travel Warning from the State Department or a Level 3 CDC notice is in place. The department or unit head has the discretion to recommend to the REO that college or University funding be suspended if security or health conditions warrant, although this should be a more exceptional measure in cases where students are not involved. If a returning faculty or staff member may be exposed to pathogens abroad that could impact the campus, the department or unit head shall work with the faculty/staff member and Public Safety to ensure appropriate precautionary measures.

Faculty and staff traveling abroad without students who experience sexual misconduct on the trip are encouraged to contact the Title IX Coordinator.

Faculty/staff traveling without students may bring dependents; if the trip is connected to the faculty/staff member’s CUNY employment, their dependents are also eligible for CUNY’s CISI travel insurance plan. Please note that dependents cannot be enrolled online and must be enrolled through the campus Study Abroad Office/International Education Liaison.

5. **Oversight of CUNY Trips**

1. **Executive Oversight of CUNY Trips**

Every CUNY Trip with students must be approved by a Responsible Executive Officer (REO). In most cases, the REO is the Chief Academic Officer (CAO); however, programs at the senior colleges designed for graduate students may be approved by either the CAO or the Dean of the School in which the faculty leading the program teaches.

The following chart specifies the REOs for student trips abroad at each institution.
### Table B: Responsible Executive Officers

<table>
<thead>
<tr>
<th>Community Colleges</th>
<th>Chief Academic Officer</th>
</tr>
</thead>
</table>
| **Senior Colleges** | Chief Academic Officer (for undergraduate programs)  
CAO or Dean of the School in which the faculty leading the program teaches (for graduate programs)  
**Programs offering both undergraduate and graduate credit must be approved by the Chief Academic Officer.** |
| **Graduate Center** | Vice President for Student Affairs (for individual or group student trips)  
Provost (for faculty traveling without students) |
| **School of Journalism** | Associate Dean |
| **School of Law** | Senior Associate Dean for Academic Affairs |
| **School of Medicine** | TBD |
| **School of Public Health** | Associate Dean for Academic Affairs |

Throughout these Guidelines, the Responsible Executive Officer (REO) refers to the position indicated in the above table. The REO will typically delegate operational oversight and routine administration of travel abroad to staff or faculty qualified to make recommendations on international travel to the REO (typically the head of the Study Abroad Office/International Education Liaison). Final authority and responsibility rests with the REO.

**Oversight of CUNY Trips involves the following:**

1. **The REO must approve all proposals for CUNY Trips before any financial or other commitments are made.**

2. **The REO must ensure that all CUNY Trips conform to ITG requirements, ideally by requiring all students, staff and faculty coordinating trips to work through the Study Abroad Office/International Education Liaison, which is best equipped to ensure compliance with current requirements.**
complete any accident or incident reports within 24 hours to the appropriate campus officials including the office of the provost and the office of the vice president of student affairs; and

g. be prepared to contact appropriate service providers.

3. The REO must require that the Campus Director and Title IX Coordinator or their designees conduct training on CUNY’s Sexual Misconduct Policy and its application abroad for all participants on CUNY Trips that include at least one student. This training may occur during the required orientation for both students and faculty and staff.

Effective communication is critical when responding to an emergency abroad.

4. The REO must ensure that College protocols are established to effectively manage situations that:

   A. Communication with the International Program Site may affect CUNY students in the future (e.g., to review petitions to travel to a location under a travel warning; new travel warnings that may affect existing programs); or

      The program director must be able to reach the international program site contact person, such as a CUNY faculty member for faculty-led programs, the director of the trip at the host institution, or the director of the third-party program provider, at all times (24/7). The program director or contact person at the international trip site must have access to various forms of communication such as mobile phone, landline phone, e-mail, fax, and in remote locations, satellite phone (if available) in order to communicate with the home campus in New York on its activities and participants’ well-being.

   B. Communication within the Home Campus represent a current threat to one or more CUNY students (a travel warning announced while a trip is running); or

      1. may require retrospective evaluation in order to improve travel safety planning and protocols for future trips (incident report review).

Best practices within the international education field include campuses establishing a coordinated communications and crisis management plan in order to efficiently and effectively deal with international emergencies. Sponsoring colleges are strongly encouraged to create an “International Education Crisis Management Team” to handle crises or As part of this protocol, an International Risk Management Team shall be formed to make recommendations on International Travel Warning Waiver Petitions, to review trips with one or more site(s) subject to a travel warning, to handle emergencies related to participants and/or programs abroad should they occur. Members may trips abroad, and to perform retrospective evaluation of management of emergencies abroad. Recommended members include representatives from the following offices:

   1. College Chief Academic Public Safety Officer
   2. College Director of Study Abroad or College International Education Liaison
   3. College Vice President of Administration

   3. College Head of Campus Security
7. College Director of Study Abroad or College International Education Liaison

8. College Risk Manager

The program director must decide on a communication tree and delegate responsibility for the emergency or crisis to appropriate campus officials (see International Education Crisis Management Team). The international program director must document all emergency incidents and follow-up actions, and include the following information:

- the name of the program;
- the location;
- description of the incident;
- date and time of the incident;
- names of people involved;
- contact information for the people involved (including witnesses);
- name and contact information for the person submitting the report; and
- date and time the report is submitted.

Whenever possible, the REO should consult relevant members of the team or the full team, based on the situation. In urgent situations, the REO may need to make a decision before full consultation can take place; in these events, the team should be informed.

The College International Risk Management Team must notify global@cuny.edu if a meeting will be convened to address a Travel Warning Waiver Petition or if a Travel Warning affects a trip that is planned or in progress. If Central Office does not send a representative, an update on the team’s decision should be provided to global@cuny.edu.

7. Operational Oversight

In most cases, CUNY Trips for academic credit or under academic auspices are organized by the Study Abroad Office or International Education Liaison, which designates a Campus Director.

If an international trip is organized by another entity such as an academic department or Student Affairs (student organization or sports team), that entity is responsible for designating a Campus Director. Student organizations planning travel must work through their regular liaison in the College Student Affairs office. Since the campus Study Abroad Office/International Education Liaison is the most familiar with current requirements, it is strongly recommended that they be consulted to ensure compliance with current CUNY policy when another office is overseeing the trip.
International trips involving students and a faculty or staff member are coordinated by the Campus and Field Directors. The Field Director must be a full-time faculty member or administrator in the College department that is organizing the trip, unless otherwise approved by the campus REO.

Affiliated programs and exchange programs generally do not have CUNY faculty or staff on site. Selection of CUNY-Affiliated Program providers and exchange partners should be based in part on effective access to an on-site contact.

1. **Planning Responsibilities of Campus Directors**

   1. **Registration and Financial Management.** In addition to managing academic registration including EPermits, the Campus Director must manage all trip fees and work with the College purchasing office to arrange for payments for selection, contracting and to vendors as needed, pursuant to University procurement and contracting policies. Trip fees must never be collected by the Field Director, and the Campus Director must ensure that there are no financial conflicts of interest between a vendor and a Field Director. If the Campus Director also serves as Field Director, he or she must notify the REO of this functional overlap, and the REO may appoint someone to review program finances.

   Trip financial management includes budgeting to ensure that Field Directors and any other CUNY employees abroad with responsibility for student safety will be reimbursed for appropriate expenses (such as flight, meals, lodging, excursions with students). If CUNY employees' expenses are covered in part or in full through a discount or waiver received from an affiliated provider in exchange for meeting an enrollment target, the Campus Director must make it clear in the budget how the discount or waiver is used in the calculation of total program costs and the program fee charged to students.

2. **Insurance coverage.** Depending on the type of trip, the Campus Director must either procure the required insurance for all travelers or verify that all travelers have the appropriate insurance coverage. If an affiliated or exchange program has its own insurance requirement, the Campus Director must review it for substantial equivalence before approving it as an acceptable substitute, either alone or in conjunction with a CUNY CISI security evacuation policy.

3. **Communication Tree and Emergency Protocol.** The Campus Director shall keep the College Office of Public Safety supplied with a protocol for emergencies abroad and a communication tree of individuals, including the Campus Director, who can be reached 24/7 in case of emergency.

4. **Logistical Arrangements.** When a trip does not have a Field Director (typically in the case of an exchange or affiliated program), the Campus Director must work with the exchange partner or program provider to ensure that the standards of the CUNY International Travel Guidelines have been adequately addressed. For faculty-led programs, see Planning Responsibilities of Field Directors.

5. **Notice to Exchange Partner or Program Provider.** The Campus Director is responsible for notifying the Exchange Partner or Program Provider of CUNY's obligations under Title IX and CUNY's Sexual Misconduct Policy. The Campus Director is responsible for advising the Exchange Partner or Program Provider to notify the Campus Director immediately of any alleged incident of sexual misconduct or any other incident in which a CUNY student is alleged to have experienced or engaged in any form of violent, threatening or harassing behavior.

6. **Orientation.** The Campus Director is responsible for ensuring that all student and employee participants on CUNY Trips receive orientation as set forth in Section VII(A). The orientation must include information on CUNY's Sexual Misconduct Policy.
7. **Collaborate with Student Organization Officers Planning Trips.** Student organizations may not travel abroad without a Field Director, unless this requirement is waived by the Campus REO. Student organization officers must work closely with the College Office of Student Affairs, which will designate a Campus Director, as well as the College Association. Approval of student organization trips is contingent on student organization officers’ active collaboration with the Campus Director, who is responsible for ensuring that the trip meets all ITG requirements.

Student organization officers must research the trip, including any third-party providers providing trip support, and submit all required forms and data to the designated Campus Director in the College Student Affairs Office. The Campus Director must review all forms for completeness before submission. If the trip will be funded through student activity fees or otherwise sponsored by the College Association, Association board approval will be required and consequently the Association should be copied on all forms and data provided to the Campus Director.

The Campus Director must verify that CUNY-GO reporting submitted by a student organization officer is correct and complete and submit it to global@cuny.edu, and assist the student organization officer to procure the required CUNY CISI travel insurance plan for all trip participants. **Important:** CUNY-GO reporting includes verification of appropriate insurance coverage of all trip participants, and the Campus Director must directly verify enrollment of all participants in the CUNY CISI plan. Alternate plans are not acceptable for student organization trips (see substantial equivalence).

Fundraising by student organizations for the purpose of travel abroad must be undertaken in coordination with the Campus Director and the Chair of the college association, who will ensure its compliance with the CUNY Fiscal Accountability Handbook. This also applies to fundraising through online crowdfunding sites. No group or individual may display the CUNY or College logo or otherwise imply that a program is organized by the College or CUNY without written permission from the Responsible Executive Officer.

8. **Planning Responsibilities of Field Directors**

When a trip will be led on-site by a Field Director, responsibility for logistical arrangements (reservations for accommodations, transportation, etc.) will vary from college to college and from trip to trip. For trips running for the first time, the exact division of labor between the Campus and Field Directors should be clearly defined in the early planning stages, as the trip proposal is developed.

Responsibility for research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants may be more appropriately assigned to the Field Director if direct knowledge of the site is likely to lead to more appropriate choices in terms of safety, appropriateness and cost-effectiveness.

9. **CUNY Trip Approval**

Approval of CUNY Trips requires submission of the CUNY International Group Trip Proposal to the REO and to global@cuny.edu. Trip proposals must be submitted for all faculty-led trips, student organization trips, and CUNY Trips that are not run as affiliated and exchange programs. (Affiliated and exchange programs are approved via agreements authorized by the CUNY Board of Trustees).
Table C: CUNY Trip Approval Process

<table>
<thead>
<tr>
<th></th>
<th>Trip Proposal</th>
<th>Agreement approved by Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliated</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Exchange</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Faculty-led</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hybrid (faculty-led/affiliated)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Trip proposals include two parts: (1) a narrative proposal submitted to the college that addresses the academic purpose and content of the program, and (2) the CUNY International Group Trip Proposal Form, which covers logistical, health and safety planning. The exact requirements for the narrative proposal are at the discretion of the colleges.

The following outlines the criteria and standards for proposal evaluation and trip planning.

Proposals for trips that have run anytime in the past three years can submit a copy of the most recently approved proposal, with an updated itinerary and notes on any material changes (different accommodations, transportation, etc.) attached.

1. **Purpose.** CUNY Trips must be consistent with the University mission.

2. **REO Approval.** To ensure that CUNY Trips are consistent with the University’s mission and that student safety issues have been addressed, each trip must be approved in advance by the campus Responsible Executive Officer (REO). The Campus Director must submit the CUNY International Group Trip Proposal to global@cuny.edu and the College International Education Liaison no less than six (6) months before the proposed trip unless the program has run in the last three (3) years in which case the International Group Trip Proposal must be submitted no less than two (2) months before the proposed trip; the authorizing REO may provide exceptions to the deadline at his or her discretion.

3. **Trip Planning.** The CUNY International Travel Guidelines must be reviewed and observed as transportation, accommodation, risk management and other logistical arrangements are made.

4. **Risk Management Plan.** The Campus Director and (when applicable) Field Director must examine the relevant Department of State travel advisories and CDC travel notices, and make appropriate plans to mitigate identified risks and to deal with the most likely emergency situations.

5. **Travel Warnings.** Under CUNY’s International Travel Guidelines, a travel warning is either a level 3 or 4 State Department Travel Advisory (for all or part of the country—see differentiated advisory) or a CDC level 3 Travel Notice. Travel to locations under a travel warning is not allowed; however, some travelers are eligible to apply for a waiver, depending on the type of warning and type(s) of traveler(s) (see table D).
Until January 10, 2018, the U.S. Department of State issued “travel warnings” for countries with longstanding safety issues, and “travel alerts” for short-term problems. Most countries did not have a warning. In most cases, travel warnings applied to an entire country, although a few warnings applied only to a few regions or cities within the country.

The U.S. Department of State travel advisory system published on 1/10/2018 replaced this system with a 4-level advisory system that is applied to all countries.

However, countries assigned to levels 1-3 may include language indicating that parts of the country are in a higher category. These are differentiated advisories. Differentiated advisories are recognizable from the initial text in the advisory. See Table D for guidance.

Now that “travel warning” no longer has a specific meaning within the Department of State’s system for advising U.S. travelers, the International Travel Guidelines uses “travel warning” to refer to any Department of State advisory or Centers for Disease Control notice that leads to a prohibition on travel under CUNY auspices. A waiver petition is available in some instances (see below).

### Table D: Travel Warnings and CUNY Trips

<table>
<thead>
<tr>
<th>Department of State-Bureau of Consular Affairs Country Information Page</th>
<th>CUNY Travel Warning Waiver Petition: Requirements and Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeric advisory</td>
<td>Text advisory</td>
</tr>
<tr>
<td>1</td>
<td>Exercise normal precautions in COUNTRY.</td>
</tr>
<tr>
<td>1</td>
<td>Exercise normal precautions in COUNTRY.</td>
</tr>
<tr>
<td>1</td>
<td>Exercise normal precautions in COUNTRY.</td>
</tr>
<tr>
<td></td>
<td>COUNTRY</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
</tr>
<tr>
<td>1</td>
<td>Exercise normal precautions in COUNTRY.</td>
</tr>
<tr>
<td></td>
<td>Read the entire Travel Advisory.</td>
</tr>
<tr>
<td>2</td>
<td>Exercise increased caution in COUNTRY due to SPECIFICS.</td>
</tr>
<tr>
<td></td>
<td>Read the entire Travel Advisory.</td>
</tr>
<tr>
<td>2</td>
<td>Exercise increased caution in COUNTRY due to SPECIFICS.</td>
</tr>
<tr>
<td></td>
<td>Read the entire Travel Advisory.</td>
</tr>
<tr>
<td>3</td>
<td>Reconsider travel to COUNTRY due to SPECIFICS.</td>
</tr>
<tr>
<td></td>
<td>Read the entire Travel Advisory.</td>
</tr>
<tr>
<td>4</td>
<td>Do not travel</td>
</tr>
<tr>
<td>CDC Travel Health Notices</td>
<td>CUNY Travel Warning Waiver Petition Required?</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Numeric level</td>
<td>Undergraduates</td>
</tr>
<tr>
<td>Text level</td>
<td>Grad students/faculty</td>
</tr>
<tr>
<td>1</td>
<td>Watch Practice usual precautions</td>
</tr>
<tr>
<td>2</td>
<td>Alert Practice enhanced precautions</td>
</tr>
<tr>
<td>3</td>
<td>Warning Avoid nonessential travel</td>
</tr>
</tbody>
</table>

**Example A:** A faculty member is planning to travel to Mexico with a group of graduate students. The itinerary includes travel in Sinaloa state, which the Mexico travel advisory includes in a “do not travel” list. Although the overall Mexico travel advisory rating is level 2, this location triggers the Travel Advisory Waiver Petition requirement.

**Example B:** An undergraduate student organization is planning a non-credit service trip to Peru. Although the overall travel advisory rating for Peru is level 1, the proposed itinerary indicates that students will arrive in Lima and travel by road to Huanta City and Cusco. Since the advisory indicates that travelers should reconsider (level 3) nighttime travel outside cities and provides a detailed list of locations under a “do not travel” (level 4) advisory, if the International Group Trip Proposal does not provide sufficient detail on these points, the College or Central Office may require the Travel Warning Waiver Petition before finalizing review of the International Group Trip Proposal Form.

A petition to waive the prohibition on CUNY Trips in destinations for which the U.S. Department of State has issued a level 3 ("reconsider travel" or 4 ("do not travel") Travel Advisory (either the entire country or part of it) may be considered in exceptional circumstances and can be requested through the process described below.

1. If all participants are eligible for a waiver (see Table D), the Travel Warning Waiver Petition must be submitted with the CUNY International Group Trip Proposal. CUNY and CUNY-Affiliated travel must not take place unless the Travel Warning Waiver Petition has been approved.

Although Department of State Travel Advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, and due in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors as well as independent travelers must carefully must monitor the news for developments in trip destination countries during the planning and execution phases of a trip.

2. Level 3 CDC. No CUNY Trips are permitted to countries with any CDC Level 3 Travel Notice. Faculty and graduate students may use the waiver petition process under very exceptional circumstances, and these petitions must be forwarded to the Chancellor for final approval.
Even when the CDC has not issued a travel warning, alert or notice for a destination, its recommendations for travelers to specific destinations should still be used as a basis for pre-departure requirements and recommendations for trip participants. The CDC website’s options for tailoring recommendations to traveler type and purpose of travel should be used to ensure that appropriate guidelines are used. In particular, trips involving clinical work should focus on the CDC recommendations for clinicians.

If you are not certain whether a trip you are planning must submit a CUNY Travel Warning Waiver Petition with the CUNY International Group Trip Proposal Form, please contact global@cuny.edu with a detailed list of the trip’s destinations.

6. High-Risk Activities. Generally, these are prohibited; if in doubt about whether a specific activity would qualify as high-risk, or whether it is prohibited, it should be outlined in the Trip Proposal, with details on its relevance to the trip’s purpose and safety provisions.

7. Defined Leadership. The CUNY International Group Trip Proposal requires identification of a Campus Director and (if applicable) a Field Director. This/these individual(s) are responsible for development and implementation of the trip.

8. Field Directors. It is recommended that for faculty- or staff-led CUNY Trips, at least one (1) faculty or staff member for everyone to twenty (1-20) students over the age of 18 and one (1) faculty or staff member for every one to five (1-5) students under the age of 18 accompany the group. Travel to more challenging locations may warrant a lower faculty/staff-student ratio.

9. Conflicts of Interest. Financial administration of the trip should be managed by the study abroad office. Field Directors should not collect any tuition or program fees. There should be no financial or other conflicts of interest between the Field Director or any other CUNY employee and any trip vendors. The Campus Director should have sole responsibility for requesting payments to vendors (in compliance with CUNY rules on contracts and purchasing). See Planning Responsibilities of Campus Directors/Registration and Financial Management for further details on avoiding conflicts of interest.

10. Friends and Family. Friends and family of faculty, staff and students are not eligible to participate in CUNY Trips, except with the prior written permission of the Responsible Executive Officer (REO). Any friends or family traveling on CUNY Trips must be enrolled in the CISI travel insurance policy and must comply with any other requirements, including, but not limited to, signing the appropriate international waiver form. Insurance enrollment for friends and family must be applied for through a separate process managed by the study abroad office/international education liaison of the college sponsoring the trip or (for individual travel) of the traveler’s home college. Accompanying friends and family must be included in CUNY-GO reporting.

11. Pre-Departure Requirements for Approved CUNY Trips

1. Pre-Departure Orientation

A mandatory orientation must be scheduled with all participants. The content should prepare participants for cultural adjustments and logistical issues related to traveling internationally and for the specific destination(s) (see Orientation Checklist). Key information regarding the planned itinerary, behavioral expectations, transportation plans, and accommodation details should be provided as handouts and electronically (e.g. email or Blackboard) so that participants have direct access to essential trip information. Participation in each pre-departure orientation must be
documented using a sign-in sheet. Orientations are typically run by the Study Abroad Office or International Education Liaison. However, students participating in faculty-led trips must also receive site-specific orientation from the Field Director. Whether the Campus or Field Director assumes primary responsibility for orientation, the content must address the full range of topics listed in the Orientation Checklist, with a special emphasis on health and safety. CUNY's Policy on Sexual Misconduct must be covered at the orientation or in a separate pre-departure session. As part of the orientation or separate pre-departure training session, faculty and staff traveling with students must receive the CUNY Title IX Compliance Guidelines for CUNY Employees: Traveling Abroad With Students. Students must receive Understanding Title IX Guidelines While Abroad: A Student Guide.

Trips organized outside of the Study Abroad Office should coordinate with it to arrange for participation in the general orientation for international trips.

A detailed orientation agenda and the sign-in sheets must be retained by the office in charge of orientation for two years.

2. **Enroll all participants (students, faculty and staff) in CUNY's CISI travel insurance plan**

This requirement also applies to all staff and faculty accompanying at least one student abroad.

Campus Directors must enroll all participants in the University's insurance plan at the time of the participant's commitment to the trip, prior to the departure date(s), and apply the cost to each participant's trip fee, or verify that each participant has enrolled in the policy directly before finalizing her/his participation in the trip. The insurance policy must provide coverage for the insured individual for the entire trip including travel days to and from the destination(s). Campus Directors must clearly communicate insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their respective travel dates.

If a Study Abroad Office offers a CUNY-Affiliated or Exchange Program that includes coverage through an alternate travel insurance plan, the plan may be used as a substitute for the CUNY CISI plan only if the plan provides substantially equivalent coverage, defined as follows:

1. The alternate plan must include at least 80% of the current CUNY CISI plan's coverage for: accidental death and dismemberment, medical expenses, emergency medical evacuation, repatriation/return of mortal remains, security evacuation, as well as 24/7 phone assistance service to help travelers access their benefits under the plan. (If the coverage is complete except for security evacuation, CUNY also has a standalone security evacuation policy option through CISI that may be used to supplement an alternate policy that otherwise meets the criteria for substantially equivalent coverage).

2. If CUNY's coverage is unlimited in any of these areas, the alternate plan must provide at least $100,000 of coverage.

3. In addition, the insurer providing the alternate insurance policy must have a minimum current A.M. Best's rating of "A-VII" and the policy must include a waiver of all rights of subrogation against CUNY for losses covered by the policy.

Since the company that offers the CUNY CISI insurance plan also offers other plans at different levels, alternate policies offered by CISI may not be substantially equivalent and should also be reviewed. If there is any doubt that the coverage is not substantially equivalent, the traveler(s) must also be covered by the CUNY CISI insurance plan. Travelers who are allowed to be covered under an alternate plan should be informed of the availability of the CUNY CISI travel insurance plan as supplementary coverage.

The option of substantially equivalent coverage is not available to participants on faculty-led programs or student organization trips.
See section II.B for the rules applying to students traveling abroad on non-CUNY programs and independently abroad.

4. **Mandatory CUNY-GO Registration (Terra Dotta)**

Complete and submit the travelers spreadsheets (templates and directions available here) no less than two weeks before the trip begins. Required data should be gathered from the participants’ International Travel, Participation, Waiver and Emergency Contact Forms and submitted on all participants, including accompanying faculty and/or staff. CUNY-GO registration replaces the formerly required Emergency Contact Form.

5. **Monitor State Department Travel Warnings and CDC Travel Notices**

If a travel warning is issued after a trip has been approved, the Campus or Field Director must submit a Travel Warning Waiver Petition Form to global@cuny.edu and the REO no less than three (3) calendar days after the warning is issued, and must pause travel plans until the petition can be reviewed. To facilitate timely response, Campus Directors should subscribe to the State Department’s STEP email notification service for all countries with upcoming trips. OIE and OEHSRM will consult with the college on whether the trip should proceed, and if so, whether trip adjustments and/or additional security measures should be required.

6. **Collect Waivers**

Collect a signed International Travel Participation, Waiver, and Emergency Contact Form from each participant of the trip. If a student is under 18, it must also be signed by a parent or guardian and notarized.

International Travel Participation, Waiver, and Emergency Contact Forms must be kept on file by the organizing department or organization of the College for at least six (6) years after the CUNY Trip has ended. If a student participant is under the age of 18 at any time during the trip, then the release forms and insurance information must be retained for six (6) years from the date that the student reaches age 18.

7. **Group STEP Registration**

Campus Directors must register approved trips with the U.S. Department of State to facilitate consular assistance in case of a security emergency. This is in addition to the risk management reporting requirement to CUNY. We recommend that you set up a group account in order to streamline this process.

8. **Title IX Policy and Sexual Misconduct**

CUNY is committed to promoting a safe and secure environment for all members of our community. CUNY’s policies prohibit sexual misconduct, including sexual harassment and sexual violence of any kind. All students, faculty and staff are expected to maintain a working and learning environment free from harassment and discrimination. CUNY does not tolerate sexual misconduct committed by students, faculty or staff, **whether at the home campus or while in travel status**; it is illegal and prohibited by University policy.

As set forth in Section VI(A), the Campus Director must ensure that students and employees on CUNY Trips receive information, either during the pre-departure orientation or in a separate session, on CUNY’s Sexual Misconduct Policy and its implementation abroad. The Campus Director and, if applicable, the Field Director must review the Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students and Understanding Title IX Guidelines While Abroad: A Student Guide.
9. **Follow CUNY rules on Purchasing and Agreements**

International trips may involve a variety of contracts, including with international institutions, program providers, and vendors such as hotels, conference sites and transportation companies. CUNY’s procurement and contract signatory authority procedures and policies apply to all purchases and contracts related to CUNY Trips. Purchases and contracts using CUNY funds, whether tax levy or non-tax levy, or otherwise in the name of CUNY or a college, must be processed through the applicable college purchasing department. Purchases and contracts using student activity fees or other college association funds must follow the rules set forth in the CUNY Fiscal Accountability Handbook. The department or office organizing the trip must work with the college purchasing department when requesting quotes or procuring items or services.

No vendor commitments related to an international trip shall be made until the REO has provided written approval for a given trip and the CUNY Office of General Counsel has reviewed and approved the contract. No OGC-approved contract may be signed except by an official designated pursuant to CUNY or college association policy to sign such a contract. CUNY’s Contract Signing Authority Policy is here.

Similarly, all contracts, memoranda of understanding (MOUs), letters of intent, letters of understanding, and similar documents with counterparty institutions in connection with sponsored trips, must be reviewed and approved by the CUNY Office of General Counsel prior to signature. Once approved as to form by OGC, only CUNY’s General Counsel or his designee pursuant to the Contract Signing Authority Policy may sign the document. Consult here for more information on the approval process for international agreements.

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2. **Field and Campus Director Expectations During Trips**

1. **General Expectations**

   1. **Be Available 24/7**

   Be available and on-call 48 hours before the departure date and at all times (24/7) during the trip to respond to student participant concerns and problems as needed. The Field Director must have access to various forms of communication such as mobile phone, landline phone, e-mail, fax, and in remote locations, satellite phone in order to communicate with the home campus, the insurance provider, and local emergency resources if needed.

   2. **Keep Records**

   The Campus Director should keep a full set of student participant International Travel Participation, Waiver, and Emergency Contact Forms on file. If the Campus Director may not have continuous access to Terra Dotta during the trip, he or she must also keep paper copies readily available (24/7).
Since the Field Director may not have immediate access to Terra Dotta during an emergency, he or she should carry copies of the above documents or a condensed version of the same information, available in report form through Terra Dotta.

3. **Reinforce Participant Behavior Standards During Trip**

Since participant behavior can directly affect the group’s safety, the Field Director should reinforce the student behavioral expectations reviewed during orientation during the trip.

1. Field Directors may impose reasonable behavioral standards for students while abroad as circumstances warrant.

4. Site-specific considerations (e.g. appropriate dress) should be given special attention.

1. **Communication with the Central Office**

In serious cases involving a student’s potential removal from a trip and/or disciplinary action upon return to campus, the Field Director must work with the Campus Director, who will coordinate with other campus authorities (e.g. Title IX Coordinators) as appropriate.

2. **Follow University and Applicable State and Federal Policies**

Be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, Title IX, Enough is Enough and the Clery Act.

The program director must inform the CUNY Central Office of any critical incidents abroad at emergencyabroad@cuny.edu. This will reach the International Education Manager and Health and Safety Manager at CUNY Central Office, who will inform their division heads as needed. Field Director must immediately report an alleged incident of sexual misconduct during a CUNY Trip. When possible, the first point of contact should be the Campus Director; however, if he or she cannot be reached immediately, the Field Director should contact the Title IX Coordinator or the Office of Public Safety directly and inform the Campus Director as soon as possible.

The Campus Director must immediately coordinate with the Title IX Coordinator and the college’s Office of Public Safety, and if appropriate, the University Office of General Counsel, to ensure an appropriate response.

When such incidents occur, the Campus Director and Field Director must refer to CUNY’s Policy on Sexual Misconduct and the Title IX Compliance Guidelines for CUNY Employees Traveling Abroad with Students.

3. **Reporting to Public Safety or the Title IX Office**

Campus and Field Directors are “Campus Security Authorities” under the Clery Act, meaning that they are required to report allegations of crimes that are reportable under the Clery Act to Campus Public Safety. Therefore, Campus and Field Directors are required to report all incidents of alleged misconduct that, if the incident occurred in New York, could constitute a criminal offense. Campus Public Safety will determine whether the incident is required to be reported on the college’s Annual Security Report pursuant to the Clery Act.

In addition, Campus and Field Directors are also “Responsible Employees” under CUNY’s Policy on Sexual Misconduct. As such, they are obligated to report any instances of sexual misconduct to their home campus’ Title IX Coordinator, Director of Public Safety, or Chief
Student Affairs Officer. Campus and Field Directors may learn of an allegation of sexual misconduct directly from the complainant, or through a third party. In either situation, the Campus and Field Directors have an obligation to report.

4. **During an Emergency Abroad**

1. **Coordinate with Appropriate Local Authorities and Contacts**

   Depending on the situation, the Field Director must contact emergency medical services and/or the police to ensure student safety. If effective coordination with local service providers is not certain, the nearest U.S. consulate should also be contacted. The consulate’s assistance should be requested in any situation involving legal charges. Appropriate local contacts should also be asked for support.

2. **Ensure Qualified Medical Care**

   Ensure students receive medical attention by trained professionals in case of a medical emergency. Unless trained in advanced first aid or medically licensed, CUNY staff should only provide medical services to participants under the most critical circumstances before emergency services arrive.

3. **Communicate with College and CUNY Officials**

   d. **Student Access to Assistance**

   In addition to

   The Field Director must communicate in a timely manner with the student participants having access to the program director, campuses that sponsor international programs may also consider installing a 24-hour emergency assistance hotline at the college for student participants to call at any time (see page 43 for a template of the wallet-sized Emergency Contact Card to provide to students traveling abroad.)Campus Director.

   The Campus Director must update University officials about the situation via the email address incidentabroad@cuny.edu.

4. e. **Locate Missing Participants**

   In the event that one or more participants (students, faculty or staff) cannot be accounted for at the destination site, authorities at the site must be notified immediately. If a participant cannot be located following an immediate search, then the on-site program director shall contact local police and a senior college administrator and shall make every effort to reach Field Director must contact the Campus Director (who will reach out to the participant/student’s emergency contact. A program director shall(s)) and local police. The Field Director must remain at the site until all participants are accounted for. The program director in consultation with college officials shall determine whether other participants should leave the site. Emergency contacts must be notified and kept updated as to the status of the search for the missing participant(s). If circumstances connected with the missing student’s disappearance represent a potential threat to other participants, the Campus and Field Director must consult with College officials to determine whether additional security measures including relocation or evacuation are warranted, and must also consult with Central Office (via incidentabroad@cuny.edu) about the determination.

   This section applies to students, faculty, and staff who may go missing.

5. f. **Program Support** Participants Who Cannot Continue to Travel
In the event that a participant is severely injured, requires hospitalization, or experiences another mishap that requires a substantive change to the overall program itinerary, the program director must contact U.S. program staff to determine if otherwise unable to continue to travel, the Field Director must contact the Campus Director to confer on the best course of action. For example, the program director and CISI or any other insurance provider used should be contacted in a timely manner to ensure appropriate support for the sick/injured student and resumption of normal programming for other participants as soon as the sick/injured student’s needs have been met. The Field Director must not leave a hospitalized student behind without program assistance, and should enlist support from trusted local contacts to ensure sustained services to other participants while the needs of the sick/injured student are dealt with.

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CUNY INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL COVER SHEET

Submit this as the cover sheet with your International Trip, Travel, or Program Proposal to the college Chief Academic Officer.

1. Program Title: ____________________________________________________________

2. Type of Program Travel: □ Academic Credit-Bearing □ Non-Credit Student Activity/Club □ Other________________________________________

3. Proposed Dates Abroad: _____________ to ________________

4. Number of CUNY students expected to participate: ______

5. Program Site (Location): _______________________________(City, Country)

6. Has the program or trip been approved before? If yes, when and by whom?

7. Brief Description/Rationale for the Trip (50 or fewer words):
8. Program Director/Requestor Contact Information and Certification:

<table>
<thead>
<tr>
<th>Name of Program Director/Requestor</th>
<th>CUNY College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Department</td>
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<tr>
<td>Telephone</td>
<td>Email Address</td>
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</table>

I hereby certify that the attached proposal accurately reflects the program as planned, that the program is in the University's and participating students' best interests, and that the program is consistent with the University's mission.

| Signature of Program Director/Requestor | Date |

9. Approval:

The attached proposal is hereby approved by the Chief Academic Officer.

<table>
<thead>
<tr>
<th>Name of College Chief Academic Officer</th>
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| Signature of College Chief Academic Officer | Date |

CUNY INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL OUTLINE

Successful international programs, trips, and travel require careful planning that begins far in advance of the actual operation of the program, and sufficient lead time is a crucial factor in the successful recruitment of participants and to provide participants with pre-departure orientation.

Please contact your campus international education liaison for assistance with developing and drafting a proposal and budget. The list of CUNY international education liaisons may be found at the following <http://www.cuny.edu/academies/programs/international/students/campus-offices.html>.

In addition to the cover sheet, the international trip, travel, or program proposal must include the following:

A. Academic purpose of the program, which includes a rationale for the overseas
location of the program and a description of the way(s) the program will complement and/or supplement the on-campus curriculum. If the program proposes a new course, please describe the learning objectives of the experience.

B. Brief description of the academic program, which, where appropriate, includes:
   1. course(s), including preliminary syllabus (adaptation of existing course or new experimental course proposal) and general teaching times;
   2. field trips and their relation to course(s) or academic purpose of program and guidelines for health and safety for the program;
   3. guest lecturers;
   4. institutional affiliation;
   5. classroom/academic facilities (e.g., library, computers, etc.); and
   6. special projects.

C. Profile of desired participants (e.g., class year, major or minor, etc.).

D. Prerequisite courses, skills, or abilities (e.g., language ability, lab experience, etc.).

E. Type of credit students will receive.

F. Brief description of planned pre-departure preparation/orientation.

G. Brief description of any follow-up activities building on the experience on return.

H. Proposed budget.

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11 Courtesy of John Jay College of Criminal Justice Office of International Studies and Programs
CUNY INTERNATIONAL TRAVEL NOTIFICATION FORM

The Program Director shall complete this International Travel Notification Form and submit it to the Office of the Provost, the college Office of Public Safety, the program director’s department, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs one month to two weeks prior to commencement of travel. Sponsored trips must follow the CUNY International Travel Guidelines which can be found at:
http://www.cuny.edu/academics/programs/international/faculty.html.

To Be Completed by the Program Director

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<tr>
<th>Contact Information at CUNY</th>
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<tr>
<td>Faculty/Staff Name:</td>
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<tr>
<td>College:</td>
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<td>Department:</td>
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<td>Office Phone:</td>
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<td>Cell/Home Phone:</td>
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<td>Email address:</td>
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<td>Fax:</td>
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<td>Program Director will accompany the group abroad: Yes ———— No</td>
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<th>Contact Information at International Site</th>
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<td>Faculty/Staff Name:</td>
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<tr>
<td>Office Phone:</td>
</tr>
<tr>
<td>Cell/Home Phone:</td>
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<tr>
<td>Email address:</td>
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<td>Physical Address at International Site:</td>
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If other staff or faculty will (also) accompany the group, please attach their contact information.

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<th>Academic Information (if applicable)</th>
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<tr>
<td>Course/Program Title:</td>
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<td>CUNY Course Equivalent(s):</td>
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<th>Logistics (attach additional sheets as necessary)</th>
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<tr>
<td>Departure Date and Time (from New York):</td>
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<tr>
<td>Return Date and Time:</td>
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<td>Destination(s):</td>
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<td>Number of Participants (including trip program director):</td>
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50
If a third-party tour company or provider will be assisting with logistics in-country, please list name of the company/organization, contact information, and how the arrangement came about:

Please describe primary mode(s) of transportation (to country and within the country) including names of companies used, flight number and information, etc.:

Please describe the living accommodations planned for students and faculty, including type of accommodation, living address, and contact information:

U.S. Department of State Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. Travel Alerts are issued to describe short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Please indicate if there are U.S. Department of State advisories for the destination(s):

Please indicate if there are CDC (Centers for Disease Control and Prevention) travel notices for the destination(s):

Please attach the following:

(1) Detailed Trip Itinerary (e.g., daily class and/or field trip schedule with locations)

(2) List of Students and Their Emergency Contacts (see CUNY Emergency Contact Information Sheet)

Please attach the following:

(1) Detailed Trip Itinerary (e.g., daily class and/or field trip schedule with locations)

(2) List of Students and Their Emergency Contacts (see CUNY Emergency Contact Information Sheet)
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<th>Name:</th>
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CUNY EMERGENCY CONTACT INFORMATION SHEET

The following information must be completed for each participant who will be attending the event/trip.
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Last Four Digits of CUNY ID</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Home College</th>
<th>Contact Info. While Abroad (e.g., email, int'l cell phone)</th>
<th>Emergency Contact Last Name</th>
<th>Emergency Contact First Name</th>
<th>Relationship</th>
<th>Emergency Contact Phone Number 1</th>
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PART A to be completed by the Program Director (then duplicated for completion of Part B by participating students)

Description of Activity

__________ College (“College”) of The City University of New York (“University”) believes that participation in organized, off-campus activities by its students can be an important part of a student’s learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this International Travel Participation, Waiver, and Emergency Contact Form and submit it to the Program Director prior to the Activity.

Description of Activity: ________, including travel to and from Destination of Activity Destination of Activity:

Dates of Activity:

Name of Program Director:

Affiliation of Program Director to College/University: Name of Trip Chaperone (if applicable):

Contact Telephone Number on Date(s) of Activity:

PART B to be completed and signed by the participating student and notarized; if under 18, also by his/her parent or legal guardian and notarized

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Activity site(s). These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) that I have accessed at http://travel.state.gov and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I accept all of these risks and voluntarily elect to participate in the Activity.

2. I understand that, although the University has made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them (“Released Parties”) for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses
may be caused by the gross negligence or willful misconduct of any of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.

4. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity likely requires a standard of behavior that may differ from that applicable on campus. I will comply with the University’s rules, standards, and instructions for student behavior generally and for the Activity, including the College’s Code of Student Conduct and the Henderson Rules of Public Order (collectively, “standards”). I acknowledge and understand that my compliance is important to the success of the Activity and to the University’s/College’s willingness to permit future similar activities. I agree that the University has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings and not granting academic credit for and removing me from the Activity, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the University, the Activity or other participants. I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am removed from the Activity, I consent to going home at my own expense with no refund from the University or College of any monies paid. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The University is not responsible for providing any assistance under such circumstances.

5. I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss that arises at a time when I am not under the direct supervision of the University, including, without limitation, during travel and/or activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity, and/or that are caused by my failure to remain under such supervision or to comply with the standards. I understand and agree that the University is not in any way responsible for my well being with respect to any travel to destinations beyond those specifically required for the Activity that I may choose to undertake before, during, or after the Activity.

6. I understand that it is within the College’s discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that the College is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of the host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations.

7. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss arising out of my failure to
8. I have or will obtain and maintain health, accident, disability, hospitalization, property and travel insurance as required by the College and have or will obtain and maintain the same health, accident, disability, hospitalization, property and travel insurance coverage for all travel and activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity. I will be responsible for the costs of such insurance and for any expenses not covered by insurance.

9. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.

10. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.

11. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.

12. I agree that should any provision or aspect of this International Travel Participation, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.

13. The waiver and release herein represents my complete understanding with the College and the University concerning its responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

14. I am printing my contact information below:
   Name of Participant: CUNY ID: Local Address:
   City: State: Zip:
   Cell Phone: Email address:

15. I am printing my emergency contact information below: In case of emergency, notify:
   Name:
   Relationship:
   Phone numbers: day evening

16. Check one:
I am at least eighteen years old.

I am not yet eighteen years old, so I have secured the signature of my parent or guardian (see next page) as well as my own.

I wish to participate in the Activity, I have read and completed this International Travel Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily in the presence of a notary.

Date: ___________________ Signature: ____________________________

STATE OF __________________________
                      ss.: COUNTY OF __________________________

On this ____ day of ____________, 20___, before me personally appeared __________________________

____________________________ to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary Stamp

Notary Public

If participating student completing and signing this form is under the age of 18, then the following page must be completed and signed by the student’s parent or legal guardian in the presence of a notary.

IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT’S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING IN THE PRESENCE OF A NOTARY:

1. I am the parent or legal guardian of my child named and who signed on the previous page.

2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.

3. I understand that my child is expected to behave responsibly and to follow the University’s discipline code and policies and that failure to do so may subject the student to removal from the Activity.
4. I have read and understand this International Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by my child is accurate and complete.

5. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for my child.

6. I am and will be legally responsible for the obligations and acts of my child as described in this form, including such parts as may subject me to personal financial responsibility.

7. I agree, for myself and for my child, to be bound by its terms.

______________________________________________________________
Print First and Last Name of Parent or GuardianSignature of Parent or Guardian

STATE OF_____________________
) ss.: COUNTY OF____

On this ______ day of______________, 20____, before me personally appeared ______________________

______________________________________________________________to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary Stamp ________________________ Notary Public

Notary Public
CUNY INDEPENDENT TRAVEL NOTIFICATION, WAIVER, AND EMERGENCY CONTACT FORM

This form has been developed by the CUNY Office of the General Counsel (OGC) and shall not be altered or adapted except in the answerable fields without approval from OGC.

College: __________________________ Department: __________________________ Destination(s): __________ Description and Purpose of Trip: __________________________

Name and Contact Information of Local Sponsor (university, institution, etc.) __________________________

Departure Date and Time: ________________ Return Date and Time: ________________

Trip Itinerary: __________________________

Indicate if there are U.S. Department of State Warnings or Alerts for the destination(s): 
<http://travel.state.gov>: ________________

If there are any advisories, please notify your Student Affairs office (graduate students) or Study Abroad office (undergraduate students) as soon as you are aware of the advisories so that your travel can be reviewed by the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

Indicate if there are CDC (Centers for Disease Control and Prevention) travel notices for the destination(s): <http://wwwnc.cdc.gov/travel/default.aspx>: ________________
I wish to participate in the trip described above ("Activity"), and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Activity site(s). These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) that I have accessed at http://travel.state.gov and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I accept all of these risks and voluntarily elect to participate in the Activity.

2. I understand that while I have made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them ("Released Parties") for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses may be caused by the gross negligence or willful misconduct of any of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.

4. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity likely requires a standard of behavior that may differ from that applicable on campus. I will comply with the University's rules, standards, and instructions for student behavior generally and for the Activity, including the College's Code of Student Conduct and the Henderson Rules of Public Order (collectively, "standards"). I acknowledge and understand that my compliance is important to the success of the Activity and to the University's/College's willingness to permit future similar activities. I agree that the University has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings and not granting academic credit for and removing me from the Activity, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the University, the Activity or other participants. I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am removed from the Activity, I consent to going home at my own expense with no refund from the University or College of any monies paid. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The University is not responsible for providing any assistance under such circumstances.

5. I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss that arises at a time when I am not under the direct supervision of the University, including, without limitation, during travel and/or activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity, and/or that are caused by my failure to remain under such supervision or to comply with the standards. I understand and agree that the University is not in any way responsible for my well being.
with respect to any travel that I may choose to undertake before, during, or after the Activity.

6. I understand that it is within the College’s discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that the College is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of the host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations.

7. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity. I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss arising out of my failure to disclose such conditions or problems.

8. I have or will obtain and maintain health, accident, disability, hospitalization, property and travel insurance as required by the College and have or will obtain and maintain the same health, accident, disability, hospitalization, property and travel insurance coverage for all travel and activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity. I will be responsible for the costs of such insurance and for any expenses not covered by insurance.

9. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.

10. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.

11. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.

12. I agree that should any provision or aspect of this International Travel Notification, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.

13. The waiver and release herein represents my complete understanding with the College and the University concerning its responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

14. I am printing my contact information below:

Participant Name: ___________________________ CUNY ID: ___________________________

Home Address: __________________________________________ Phone: __________________________

_________________________________________ Email: __________________________

15. I am printing my emergency contact information below. In case of emergency, notify:
Name: ________________________ Relationship: ________________________

Phone numbers:  Day: ________________________ Evening: ________________________

Email: ________________________

16. I will submit this form to the Office of Student Affairs (graduate students) or the Study Abroad office (undergraduate students) prior to my departure.

I am at least eighteen years old, I wish to participate in the Activity, I have read and completed this Independent Travel Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily in the presence of a notary.

Date: ________________________ Signature: ________________________

STATE OF ____________________)                         ) ss:

COUNTY OF ______________________)

On this ___ day of __________, 20___, before me personally appeared ______________________

______________________________ to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary Stamp

Notary Public

If participating student completing and signing this form is under the age of 18, then the following page must be completed and signed by the student's parent or legal guardian in the presence of a notary.

IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT'S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING IN THE PRESENCE OF A NOTARY:

1. I am the parent or legal guardian of my child named and who signed on the previous page.

2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.
3. I understand that my child is expected to behave responsibly and to follow the University’s discipline code and policies and that failure to do so may subject the student to removal from the Activity.

4. I have read and understand this Independent Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by my child is accurate and complete.

5. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for my child.
   • I am and will be legally responsible for the obligations and acts of my child as described in this form, including such parts as may subject me to personal financial responsibility. **Prioritize Student Well-Being**

   Any situation involving student safety should prioritize student well-being over discipline. In particular, victims of sexual assault should receive appropriate support, regardless of whether the student has violated curfew, alcohol or drug policies, etc.

   • I agree, for myself and for my child, to be bound by its terms. **Anticipate Stress/Psychological Responses to Trauma**

   ____________________________ __________________________________________
   Print First and Last Name of Parent or Guardian Signature of Parent or Guardian

   STATE OF __________________________) ) ss.: COUNTY OF __________)

   On this ___________ day of __________, 201________, before me personally appeared __________________________

   ____________________________ to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

   Notary Stamp

   ____________________________
   Notary Public

   Notary Public
SAFETY AND RISK MANAGEMENT: PLAN AHEAD

**Approval:** Ensure the trip has followed the appropriate approval procedures as outlined in the CUNY International Travel Guidelines.

**Contracts:** Provide the Office of the General Counsel with all contractual agreements. *ONLY authorized University officials may sign contracts on behalf of CUNY.* All purchases and expenditures must be made through the campus purchasing office.

**Do Your Homework:** Familiarize yourself with the destination and review any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at [http://www.state.gov/](http://www.state.gov/).

**Housing:** Organize housing and accommodations (e.g., dorms, hotels, homestays, etc.) for all members for the duration of the trip.

**Transportation:** Organize modes of transportation (e.g., group flight, bus tours, etc.).

**Field Trips:** Organize excursions, events, and field trips.

**Communication:**
- Determine who on the CUNY campus should be contacted in the event of an emergency.
- Check in periodically with CUNY campus and inform designated campus officials of changes to itinerary.

**Health and Emergency Services:**
- Identify suitable and recommended medical professionals and hospitals.
Know the sites abroad and how to access health and emergency services there.
Familiarize yourself with emergency protocols and be prepared to respond in the
event of an emergency.
Bring a first aid kit (include bandages, gauze, ace bandage, antiseptic, cotton-
tipped applicators).

**Required Documents:**
- Fill out, file, and provide copies to designated College officials of all required
documents, including copies of the required forms from students (e.g., copies of
passports, emergency contact information, completed International Travel
Participation, Waiver, and Emergency Contact Form, etc.).
- Consider scanning required documents and e-mail them to yourself.
- Verify that the name on the airline ticket matches exactly the name on the
passport. Be aware of nicknames, middle initials, married/maiden names, etc.
- Verify proof of insurance for all trip participants.
- During the trip, have access to all campus, host site, and student contact
information in ease of an emergency.

**Register:** Register the trip with the U.S. Department of State (DOS) at
[https://travelregistration.state.gov/ibrui/](https://travelregistration.state.gov/ibrui/). (Note: The DOS system only allows for
U.S. citizens to register their trips. Inform non-U.S. citizen travelers to notify their
respective countries of nationality of their travel plans.)

**University Policies:** Familiarize yourself with University policies (e.g., alcohol and
drug use, sexual harassment, confidentiality, students with disabilities, Henderson
Rules of Public Order, etc.).

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**OTHER CONCERNS**

Consult the appropriate campus offices for other topics to address in student
preparation for the trip, such as:
- Registration
- Financial-Aid
- Student Billing and Bursar Matters
STUDENT CHECKLIST FOR INTERNATIONAL PROGRAM

SAFETY AND RISK MANAGEMENT: PLAN AHEAD

Required Documents: Obtain your Passport or any required visas as soon as possible. For more information, visit <http://www.travel.state.gov/passport/passport_1738.html> or contact the Program Director.

Verify that the name on the airline ticket matches exactly the name on the passport. Be aware of nicknames, middle initials, married/maiden names, etc.

Travel Warnings: Check out any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at <http://www.state.gov/>.

Do Your Homework:

Review the weather and local conditions for the duration of time you’re visiting. Investigate the laws, legal system, political landscape, and culture of the country you’re visiting.

Orientation: Attend all mandatory pre-departure orientations headed by the program director.

Financial Information:

Know the credit limits on all your credit cards as well as how to contact those companies while abroad. You should also contact your bank and credit card company to inform them of your travel plans (including location and length of stay), so that your accounts will not be frozen unexpectedly while you are away. Order foreign currency and/or traveler’s checks. (Try not to carry around excessive amounts of cash).

U.S. Embassy: Know the location and how to contact the closest embassy or consulate of all your destinations by visiting <http://usembassy.state.gov/>. You may use the CUNY Emergency Contact Card available at <http://www.cuny.edu/studyabroad> to record this information along with other emergency contact information. (Non-U.S. Citizens should research the embassy and consulate of their countries of nationality.)

Communication:

Find out whether or not your cell-phones/wireless mobile devices will work abroad.

ADDITIONAL RESOURCES

- CDC Study Abroad Tips: http://wwwnc.cdc.gov/travel/content/study-abroad.aspx
- SAFETI for Program Directors: http://www.globaled.us/irl/programadmin.html
- U.S. Department of State—Students Abroad: http://studentsabroad.state.gov/
Retain contact information for international host institution, program director and U.S.-based college campus.
Plan for multiple ways to contact home (e.g., calling card, internationally accessible email address, cell phone, etc.).

**Packing:**
- Pack appropriately (e.g., suitable clothing, toiletries, etc.). For a suggested packing list for students abroad, please visit the U.S. Department of State site [http://studentsabroad.state.gov/content/pdfs/Packlist.pdf](http://studentsabroad.state.gov/content/pdfs/Packlist.pdf) or contact the program director.
- Do not bring valuables beyond those you require.
- If you are concerned about theft/loss, please consider purchasing Travelers Insurance.

### CUNY Behavior Policies

**Drug and Alcohol Policy:** Familiarize yourself with CUNY’s Policy [http://www.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf](http://www.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf).


### Medical Preparedness

**Physical Exam:** Schedule a complete physical examination with your physician.

**Prescriptions:**
- Find out whether your prescriptions are considered illegal narcotics in the country you’re visiting. Get a letter from your doctor listing your medications and explaining why you need them. Carry instructions for treating any allergies or other unique medical conditions you might have.
- Bring an adequate supply of any medication you require for the duration of the trip.
- Keep all medications in their original containers.

**Vaccinations:** Find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines and arrange to obtain those that are required.

**Disclosure of Medical History:** You may voluntarily disclose any disabilities, problems, or special health issues that may need to be accommodated during the trip to your program director.

**Medical Insurance:**
Verify that you have valid health and travel insurance that will cover you while abroad. Coverage areas should include: major medical, evacuation, and repatriation. Carry your insurance card with you at all times during the trip.

**BEFORE YOU LEAVE**

**Copy Documents:** Leave copies of the following documents with someone at home:
- Passport identification page
- Airline information
- Driver’s license
- Credit cards
- Serial numbers of your traveler’s checks
- Your contact information abroad (phone, e-mail, address)
- Emergency contact information abroad
- Insurance information

Consider scanning important documents and e-mailing them to yourself.

**For the Airport:**
- Make sure your covered luggage tags are labeled with your name, address, and telephone numbers. Also, place your contact information inside each piece of luggage.
- Familiarize yourself with the current TSA luggage guidelines for air travel at <http://www.tsa.gov> and find out how much luggage your airline will allow.
- Arrange transportation to and from the airport(s).
- If you are concerned about trip cancellation, you may consider purchasing Trip Interruption/Cancellation insurance.

**ADDITIONAL RESOURCES**

- U.S. Department of State—Students Abroad: http://studentsabroad.state.gov/
- CDC Study Abroad Tips: http://wwwnc.cdc.gov/travel/content/study-abroad.aspx
Student Name ________________________________
Dialing the U.S.
Emergency Contact Card
CONTACTS IN U.S.
Sponsoring College __________________________ Study Abroad Program ______
Host Country's Exit Code ———
On-Site Address
On-Site Program Director Name/Phone
Peer Phone (someone on the trip)
Emergency/Police (in host country)
US Embassy/Consulate Phone
Campus Study Abroad Office Phone

Campus Public Safety Phone

Student Name
Dialing the U.S.
Emergency Contact Card CONTACTS IN U.S.
Sponsoring College ________________________ Study Abroad Program ________
Host Country's Exit Code ————
On-Site Address

On-Site Program Director Name/Phone

Peer Phone (someone on the trip)

Emergency/Police (in host country)

US Embassy/Consulate

Phone
Emergency Contact Card - CONTACTS ABROAD

Student Name ________________________________
Dialing the U.S.
Emergency Contact Card

CONTACTS IN U.S.

Sponsoring College ____________________________ Study Abroad Program __________
Host Country's Exit Code ————
On-Site Address ___________________________ On-Site Program Director Name/Phone _____________ Peer Phone (someone on the trip) _________
Emergency/Police (in host country) _________________ US Embassy/Consulate Phone ________
Provide appropriate support to all participants during and after an emergency, anticipating that stress reactions may also affect less directly impacted students.

6. **Provide Updates to Campuses with Participants**

If a trip includes students from campuses other than the college organizing the trip (Sponsor College), those campuses should be given updates on their students’ status. However, interventions to support students and CUNY staff on site should take priority over updates. Home campuses should defer to the Sponsor Campus in communications with students in an emergency situation abroad. The Campus Director at the Sponsor Campus is responsible for all communications with Emergency Contacts.

7. **Document All Incidents**

The Field Director must document all incidents by submitting an Incident Report to the Campus Director. The Campus Director must forward incident reports to incidentabroad@cuny.edu. The Campus Director must share all incident reports with incidentabroad@cuny.edu and the REO, who may convene a meeting of the International Risk Management Team to review the case.

8. **Appendices**

- **Tables**
  1. Table A: Overview of Key Trip Requirements
  2. Table B: Responsible Executive Officers
  3. Table C: CUNY Trip Approval Process
  4. Table D: Travel Warnings and CUNY Trips

- **Forms**
  1. CUNY International Group Trip Proposal Form
  2. CUNY International Travel Participation, Waiver and Emergency Contact Form (“release form” for group travel)
  3. CUNY Independent Travel Notification, Waiver and Emergency Contact Form (“release form” for independent travel)
  4. CUNY International Travel Warning Waiver Petition Form
  5. CUNY Release Agreement for Activities in a Country under a Travel Warning
  6. Incident Report
6. **FAQs**

   **Q:** Our department is planning a trip that will only recruit from outside of CUNY (e.g., a program for professionals to earn continuing education credit). CUNY faculty/staff but no CUNY students will be involved, so do any of the ITG requirements apply?

   **A:** Any participant in a program organized by a CUNY unit is considered a “CUNY student” for the purposes of the ITG, so these programs fall under the responsibility of the REO and all standard program requirements apply.

   **Q:** I’m not a CUNY student. Do the CUNY International Travel Guidelines apply to me?

   **A:** If you are participating in a CUNY Trip, the International Travel Guidelines apply to you, even if it is not for credit. If you are a non-CUNY participant on a CUNY Trip, you are subject to the requirements for students on CUNY Trips.

   **Q:** I’m a faculty member and want to take a group of students abroad. The organization I’m planning to work with will cover my expenses. How can I take advantage of this opportunity for my students?

   **A:** As a CUNY employee traveling abroad with students, all appropriate travel expenses should be covered, regardless of whether these are funded by an external source or factored into the program’s budget. The trip’s Campus Director is responsible for financial management of the program and will ensure that your travel expenses are reimbursed and that financial arrangements with the trip provider are consistent with CUNY policy.

7. **Glossary**

   **Affiliated Program.** Type of study abroad program offered by a third-party (non-CUNY) provider. Although instruction is provided by non-CUNY employees, these programs offer CUNY credit. Affiliated programs become CUNY programs through an academic and quality review process by the Sponsor College, which is followed by an agreement approved by the CUNY Board of Trustees. Affiliated programs have Campus Directors, and Field Director responsibilities are delegated to the third-party provider.
**Campus Director.** Person on campus responsible for ensuring the administrative integrity of a program and who serves as the primary point of contact for the Field Director (if applicable) in an emergency. Campus Directors may also play a significant role in the logistical planning of faculty-led trips, but the division of labor varies from trip to trip.

**CDC (Center for Disease Control) Travel Notice.** CDC “travel notices are designed to inform travelers and clinicians about current health issues related to specific destinations. These issues may arise from disease outbreaks, special events or gatherings, natural disasters, or other conditions that may affect travelers’ health.” CDC Travel Notices are issued at three levels: 1 (Watch, Practice Usual Precautions), 2 (Alert, Practice Enhanced Precautions), and 3 (Warning (Avoid Nonessential Travel). Although CUNY Trips to countries under Level 3 CDC Notices are prohibited, all CDC Travel Notices should be discussed during Pre-Departure Orientations. (See here for source material and more information). Travel for clinical purposes should be planned using CDC recommendations for clinicians.

**College Association.** Entity at a college that administers the student activity fee and student organization budgets and funds. Most College Associations are legally separate from the college and CUNY, but all are required to comply with the Fiscal Accountability Handbook and other CUNY policies and guidelines applicable to College Associations. Funds destined for student organization activities are typically directly administered by the College Association, even if they are initially generated by non-college vehicles such as crowdfunding sites.

**College Trip Proposal.** Proposal prepared according to College requirements for international group trips, which should provide sufficient information about the trip’s content and purpose for the Responsible Executive Officer (REO) to determine that the trip is consistent with the College’s mission. Logistical, safety and risk management issues may be addressed in the College Trip Proposal, but must also be fully addressed in the CUNY International Group Trip Proposal Form. See CUNY Trip Proposal.

**Communication Tree.** Defined, sequenced list of individuals who should be contacted in the event of an emergency overseas. In general, the Public Safety Office, with its 24/7 availability and access to key campus individuals, is the first point of contact for faculty, staff and students in need of assistance while abroad. The Public Safety Office immediately initiates the operation of the Communication Tree, typically starting with the Campus Director, who will also reach back to the affected individual(s) abroad.

**CUNY CISI Travel Insurance.** Comprehensive travel insurance plan that includes medical care, medical evacuation, security evacuation, repatriation and many other services. This plan is required for all CUNY students traveling abroad and for all CUNY faculty/staff accompanying them, unless the Substantial Equivalence criteria are met. A security evacuation-only option is available under limited circumstances for participants in affiliated and exchange programs whose insurance policies otherwise meet the substantial equivalence criteria. The college hosting the program makes this determination.

**CUNY Program.** A CUNY Trip, typically but not always for academic credit, which is offered on a repeated basis and is promoted and organized by a CUNY college, school or entity. Students may participate in a CUNY Program as a member of a group, or on an individual basis (e.g. as the sole participant that term on an affiliated or exchange program).

Trips referred to in the CUNY Drug and Alcohol Policy as “CUNY Sponsored Trips” are equivalent to CUNY Trips in the ITG.
CUNY Student. Anyone participating on a CUNY Trip who does not have CUNY faculty or staff status. This may include regularly matriculated students, Continuing Education students, and individuals whose affiliation with CUNY is limited to their participation in the trip.

CUNY Trip. A trip that takes place outside the United States (trips to Puerto Rico and other U.S. territories and protectorates are considered outside the United States and are covered by the ITG), and is either

(a) organized by a University or college unit, office, department, or division, or by a recognized student organization, or otherwise carried out by a CUNY faculty member or administrator in the course of his or her duties to CUNY, or

(b) funded by any monies controlled by the University, a college, or a University/college-related entity, including, but not limited to, the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation.

(c) CUNY Trips must be approved by the College REO and have a designated Campus Director and (if applicable) Field Director.

(d) CUNY Trips may involve group or individual travel.

(e) Advertising or distribution of an opportunity does not by itself make it a CUNY Trip.

(f) Trips referred to in the CUNY Drug and Alcohol Policy as “CUNY Sponsored Trips” are equivalent to CUNY Trips in the ITG.

CUNY Trip Proposal. Proposal based on the CUNY International Group Trip Proposal Form, which focuses on health, safety and risk management issues. See College Trip Proposal.

Department of State Travel Advisory. The Department of State “[issues travel advisories] for each country of the world. Travel advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information.” Each country receives a numeric rating of 1 (exercise normal precautions) to 4 (do not travel); however, advisories may give higher ratings to specific locations or activities in the country (see Differentiated Advisory).

Level 3 and 4 DoS travel advisories fall under CUNY’s Travel Warning definition. This includes travel described as “reconsider travel” or “do not travel” in the text of the advisory, even if the country rating is 1 or 2. CUNY Trips to destinations under a level 3 or 4 travel advisory are not allowed unless explicitly authorized by the REO after review of the CUNY International Travel Warning Waiver Petition Form (LINK).

Although Department of State travel advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, and due in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors should also monitor the news for developments in trip destination countries during the planning and execution phases of a trip.
**Differentiated Advisory.** A Department of State travel advisory that includes the following language: “Some areas have increased risk. Read the entire Travel Advisory.” When a CUNY Trip (group or individual) is planned that includes travel to a destination or with activity described in the country advisory as “reconsider travel” or “do not travel”, the CUNY Travel Warning Waiver Petition is required.

**Exchange program.** Type of study abroad program based on the reciprocal exchange of students, generally on a one-to-one basis. In most cases, these programs do not have a CUNY faculty or staff member on site, so these programs typically have Campus Directors but no Field Directors. On-site support is generally provided by staff at the host university. Exchange programs are established by an agreement approved by the Board of Trustees.

**Faculty-led program.** Type of study abroad program taught by CUNY faculty (Field Directors). Faculty-led programs are established by a proposal approved by the Campus REO and submitted for final review to Central Office (Office of Academic Affairs and Office of Environmental Health, Safety and Risk Management).

**Field Director.** CUNY faculty or staff member who accompanies students on a CUNY Trip abroad. For academic programs, Field Directors are typically faculty members who are deeply involved in the organization of the trip content and logistics, in collaboration with the Campus Director. For non-academic trips, trip content and logistics may be organized by a non-CUNY provider and the Field Director’s role is primarily to chaperone the group.

**Independent Trip.** Travel undertaken by a CUNY student, faculty or staff member that takes place outside the United States (trips to Puerto Rico and other U.S. territories and protectorates are considered outside the United States and are covered by the ITG), and is outside of the parameters of a CUNY Trip.

International travel organized or entered into independently by a CUNY student is not considered a CUNY Trip. However, when such travel has a direct connection to a student’s course of study, whether academic (if credit transfer is planned) or through a non-credit opportunity connected to the student’s program of study (e.g. internship or research abroad), CUNY students are subject to these requirements. Independent travel that is primarily for leisure purposes or to visit family or friends, even if tangentially connected to a student’s program of study, is not subject to the requirements of the ITG. For example a student studying Mandarin who travels to Beijing for vacation is not covered.

Likewise, international travel organized or entered into independently by a CUNY employee is not considered a CUNY Trip. However, travel by CUNY faculty and staff with a direct connection to teaching, research and/or administrative activities at CUNY are subject to these requirements and recommendations in the ITG.

**International Affiliated Program.** Programs in which the bulk of services at the destination, from instruction to logistics, are furnished by a non-CUNY entity (third-party provider). Affiliated programs are CUNY programs through agreements authorized by resolutions of the CUNY Board of Trustees. Trips through Affiliated Programs typically have a Campus Director, but no Field Director.

**International Education Liaison.** CUNY employee, who may be faculty or staff, responsible for advising students and faculty on travel abroad and for ensuring compliance with CUNY’s International Travel Guidelines. (See Study Abroad Office)
International Risk Management Team. Team that advises the REO in the event of a situation affecting the safety of CUNY students, staff, and/or faculty abroad. This team should also be consulted to determine if developments abroad (e.g., political unrest, natural disasters) warrant trip cancellation, and should be deployed to provide retrospective advice on trip planning and general policies in the aftermath of a safety incident.

Participant. Any individual participating in a CUNY trip abroad, regardless of whether he or she is normally enrolled at CUNY. Alumni, dependents, students from other institutions, and others all qualify as participants and are subject to the CUNY International Travel Guidelines if they will be or are part of a CUNY trip.

Responsible Executive Officer (REO). Campus executive responsible for approval of all CUNY Trips abroad. Approval should be based on academic content, financial soundness, and risk management. Petitions for International Travel Warning Waivers must also be approved by the REO. See here for REOs of specific CUNY colleges and schools.

The REO will typically delegate operational oversight and routine administration of travel abroad to staff or faculty qualified to make recommendations on international travel to the REO (typically the head of the Study Abroad Office/International Education Liaison). Final authority and responsibility rests with the REO.

Security Evacuation. Service provided by the CUNY CISI travel insurance plan. The insurer defines when a security evacuation is warranted, and this is based on a significant escalation of threat. Therefore, its availability should not be viewed as a safeguard against danger in high-risk areas.

Sponsor College. College responsible for oversight of a specific CUNY Trip.

Student Organization. Organizations formed to facilitate student activities, which may have a cultural, social, academic, religious or other orientation. Student organizations at CUNY are under the purview of Student Life and must be chartered by the Student Government Association (SGA). They must have at least four elected officers, a faculty advisor, and a written constitution or bylaws. Student organization funds and funds for student organization activities are typically administered by the College Association, even if they are generated using external vehicles such as crowdfunding.

Study Abroad Office. Office responsible for academic programs abroad at each campus. Generally, colleges/schools that offer programs will have a Study Abroad Office; colleges/schools that do not may instead only have a faculty or staff member responsible for advising students and faculty planning travel abroad and ensuring compliance with the CUNY International Travel Guidelines. (See International Education Liaison). Campus study abroad offices and international education liaisons are listed here.

Substantial Equivalence. Standard used to evaluate whether travel insurance plans offered by affiliated providers and exchange partners can be substituted for the required CUNY CISI policy. The alternate plan must include:

1. At least 80% of the current CUNY CISI plan’s coverage for: accidental death and dismemberment, medical expenses, emergency medical evacuation, repatriation/return of mortal remains, security evacuation, as well as 24/7 phone assistance service to help travelers access their benefits under the plan. (If the coverage is complete except for security evacuation, CUNY also has a standalone security evacuation policy option through CISI that may be used to supplement an alternate policy that otherwise meets the criteria for substantially equivalent coverage).
2. If CUNY’s coverage is unlimited in any of these areas, the alternate plan must provide at least $100,000 of coverage in that area.

3. In addition, the insurer providing the alternate insurance policy must have a minimum current A.M. Best’s rating of “A-VII” and the policy must include a waiver of all rights of subrogation against CUNY for losses covered by the policy.

The College is responsible for evaluating substantial equivalence. Since the company that offers the CUNY CISI insurance plan also offers other plans at different levels, alternate policies offered by CISI may not be substantially equivalent and should also be reviewed. If there is any doubt that the coverage is not substantially equivalent, the traveler(s) must also be covered by the CUNY CISI insurance plan. Travelers who are allowed to be covered under an alternate plan should be informed of the availability of the CUNY CISI travel insurance plan as supplementary coverage.

The option of substantially equivalent coverage cannot be used to waive the CUNY CISI requirement for faculty-led trips or student organizations.

**Travel Warning.** Under CUNY’s International Travel Guidelines, a travel warning is either a level 3 or 4 State Department Travel Advisory (for all or part of the country—see differentiated advisory) or a CDC level 3 travel notice. Travel to locations under a travel warning is not allowed; however, some travelers are eligible to apply for a waiver, depending on the type of warning and type(s) of traveler(s) (see Table D).

Although Department of State travel advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events, in part to political and economic factors that the DoS is obliged to consider. Therefore, Campus and Field Directors should also monitor the news for developments in trip destination countries during the planning and execution phases of a trip.
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CUNY International
Travel Guidelines

Safety and Risk Management

Approved by the Board of Trustees November 28, 2011

Revised May 7, 2014
As best practices for the implementation and oversight of travel programs evolve, the offices that created the guidelines anticipate reviewing them on a regular basis and revising them as needed.

-Resolution of the Board of the Trustees, November 29, 2011
TABLE OF CONTENTS

1. PURPOSE ...................................................................................................................................................... 1
2. INTERNATIONAL TRAVEL DEFINED ................................................................................................. 1
   TRIPS COVERED BY THESE GUIDELINES ................................................................................................. 1
   CUNY-AFFILIATED INDEPENDENT TRAVEL ...................................................................................... 2
   TRIPS NOT COVERED BY THESE GUIDELINES ................................................................................ 3
3. RULES AND REQUIREMENTS FOR SPONSORED TRIPS ...................................................................... 3
4. PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF A SPONSORED TRIP ....................... 5
5. PRE-TRIP COMMUNICATIONS ............................................................................................................... 10
6. METHODS OF TRANSPORTATION .................................................................................................... 11
7. PARTICIPANT BEHAVIOR ...................................................................................................................... 12
8. PROGRAM DIRECTOR EXPECTATIONS .............................................................................................. 14
9. EMERGENCY PROCEDURES FOR PROGRAM DIRECTORS ............................................................. 15

FORMS
A. CUNY INTERNATIONAL TRAVEL PROGRAM PROPOSAL COVER SHEET ......................................... 18
B. INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL OUTLINE ............................................. 20
C. CUNY INTERNATIONAL TRAVEL NOTIFICATION FORM ................................................................... 22
D. CUNY EMERGENCY CONTACT INFORMATION SHEET ....................................................................... 25
E. CUNY INTERNATIONAL TRAVEL PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM ......................................................................................................................................................................... 26
F. CUNY INDEPENDENT TRAVEL NOTIFICATION, WAIVER, AND EMERGENCY CONTACT FORM ......................................................................................................................................................................... 32
G. PROGRAM DIRECTOR CHECKLIST FOR INTERNATIONAL PROGRAM ............................................. 38
H. STUDENT CHECKLIST FOR INTERNATIONAL PROGRAM .................................................................... 40
I. CUNY EMERGENCY CONTACT CARD TEMPLATE ................................................................................. 43

Email Contacts:
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Academic Affairs: international.ed@mail.cuny.edu
Legal: ogc@mail.cuny.edu
1. Purpose

These guidelines are a resource guide to assist faculty and staff in the review and approval requirements and in the planning and preparing for health and safety issues that may arise in the context of students participating in international education programs.

While the information in these guidelines covers many different areas, the guidelines are not comprehensive and do not cover all circumstances. The guidelines are intended to prompt program directors to be prepared to maintain the health and safety of our students and prepared to assess and mitigate the potential risks.

Since responsible and accountable planning and preparation is the bedrock of successful international travel and programming, all international programs, including international trips and programs for student affairs or athletics purposes are required to follow these guidelines.

Written approval for all programs must be obtained from the campus Chief Academic Officer prior to the commitment of any University resources and prior to offering a program to students. Program directors, faculty leaders, and study abroad administrators are expected to seek guidance and input from campus-based safety and risk management offices when envisioning and planning the logistics of a program.

Guidance for procedural administration of international programs as related to student tuition and fees may be found in The CUNY Tuition and Fee Manual (Part III – Tuition, Section G – Guidelines Governing International Programs) at <http://www.cuny.edu/about/administration/offices/la/tuition-fee-manual.html>.

2. International Travel Defined

Trips Covered by These Guidelines

The following guidelines for international travel are for currently enrolled CUNY undergraduate or graduate students participating in CUNY-sponsored trips.

“International travel” is classified as any student travel that takes place outside of the fifty states of the United States of America. Trips to Puerto Rico and other U.S. territories and protectorates are considered international trips that are subject to these guidelines.

For purposes of these guidelines, a “sponsored trip” is any international travel that is (1) sponsored or organized by a University or college office, department, or division, or a recognized and chartered student organization, or otherwise carried out by a CUNY faculty member or administrator in his or her official CUNY capacity, or (2) funded by any monies as may be in the control of the college, the University, or a University/College-related entity, including the CUNY Research Foundation, a college auxiliary enterprise corporation, or a
college association/student services corporation. Sponsored trips must be approved by the Chief Academic Officer.

Examples of sponsored trips include: international studies arranged by a CUNY/college office, Division of Student Affairs-sponsored field trips; club sports trips; the activities of University-recognized student organizations (in accordance with Article XV, Section 15.2 of the Board of Trustees Bylaws); college association-funded travel; faculty member, department, or division; and travel in which a recognized and chartered student organization officially represents the University.

CUNY-Affiliated Independent Travel

CUNY-affiliated independent travel is any self-guided international travel by a student for the purpose of pursuing research or internship activities related to academic work at CUNY. CUNY-affiliated independent travel has a unique set of mandatory procedures, which may be found in the boxed text below.

Graduate Student Trips

International travel by graduate students for independent research, internships, practicums, and the like are not considered sponsored trips; however, the student traveling is required to:
1. Complete, sign, and have notarized an Independent Travel Notification, Waiver, and Emergency Contact Form and submit it to the Vice President for Student Affairs/Development prior to departure (the office of the Vice President for Student Affairs may need to direct students to the appropriate office at its campus that handles international travel programs);
2. Have CUNY’s international medical and evacuation insurance coverage for the duration of the trip;
3. Consult with Student Affairs as soon as s/he is aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that consultation may be sought from the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

Undergraduate Student Trips

International travel by undergraduate students for independent research, internships, practicums, and the like are not considered sponsored trips; however, the student traveling is required to:
1. Complete, sign, and have notarized an Independent Travel Notification, Waiver, and Emergency Contact Form and submit it to the college Study Abroad office prior to departure;
2. have CUNY’s international medical and evacuation insurance coverage for the duration of the trip;
3. consult with home college study abroad office as soon as s/he is aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect so that consultation may be sought from the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.
Trips Not Covered by These Guidelines

These guidelines do not apply to students who travel internationally to participate in activities that are unrelated to academic work at CUNY. Students who participate in credit-bearing non-CUNY study abroad programs or who enroll directly at foreign academic institutions are also not subject to these guidelines. Guidance provided by CUNY offices in terms of information sharing about available non-CUNY international internships, work, or academic offerings; course equivalency; credit evaluation; or other logistical support does not count as CUNY sponsorship. All CUNY students traveling abroad, even for reasons unrelated to academic work at CUNY are strongly encouraged to purchase international medical and travel insurance.

If a college department is uncertain if the international travel in question is covered by these guidelines, please contact either the International Education Coordinator in the Office of Academic Affairs at international.ed@mail.cuny.edu or the Office of Environmental, Health, Safety and Risk Management at riskmanagement@mail.cuny.edu.

3. Rules and Requirements for Sponsored Trips

All sponsored trips must meet the following requirements:

a. Purpose: The purpose of the trip must be consistent with the University’s mission, and travel must be planned so as not to create an undue interference with academic responsibilities.

b. Prior Approval Required. To ensure that sponsored trips are consistent with the University's mission and that student safety issues have been addressed, each trip must be approved well in advance by the relevant campus Chief Academic Officer (CAO). The program director must submit a sponsored trip proposal to the Office of the Provost no fewer than six (6) months before the proposed trip; the CAO may provide exemptions to the deadline at his/her discretion. See Section 4.

c. Program Director. All sponsored trips must have a designated program director who has overall accountability for development and implementation of the trip. The program director is responsible for handling the logistics of the trip, collecting the required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, and conducting follow-up activities. The program director must be a full-time faculty member or administrator in the college department that is sponsoring the trip or, in the case of student organization trips, the faculty or staff advisor to the organization, unless otherwise approved by the campus Chief Academic Officer. See Section 8.

d. Contracts. Administrators, faculty, staff members, departments, offices, students, and student organizations may not enter into or sign contracts related to sponsored trips.

Only the College President, as authorized by the Board of Trustees may sign
documents with counterparty institutions in connection with sponsored trips, and no one may sign any contracts, memoranda of understanding (MOUs), letters of intent, letters of understanding, or any other written documents without approval as to form by the Office of the General Counsel. For more information on the approval process for international agreements and for model agreements, please visit <http://www.cuny.edu/academics/programs/international/faculty/director-resources.html>.

As a governmental entity, the University is subject to New York State laws, audits, and public scrutiny. Therefore, only college and university purchasing departments have the authorization to make commitments on behalf of the college/university with international institutions, program providers, and vendors such as hotels, conference sites and transportation companies. The department or office sponsoring international programs or trips must work with the college purchasing department when requesting quotes or procuring items or services. More information can be found on the “Purchasing FAQs” at <http://www.cuny.edu/about/administration/offices/bf/uc/uc-links/FAQs_on_Purchasing_in_CUNY.pdf>.

e. **24/7 Access.** Trip participants must have 24/7 access to the program director at the sponsoring CUNY college and program sites abroad. If the program director will not accompany the trip participants abroad, then the program director or designee must be available (by phone or e-mail) to the trip participants at all times during the international travel and activity, and must also be available in the immediate 48 hours before scheduled departure dates of the trip. Trip participants must also have 24/7 access to the designated contact person abroad who is responsible for the trip abroad. The program director must identify the name and phone number(s) for all such responsible contact persons on the International Travel Notification Form.

f. **Insurance.** All trip participants (students and CUNY faculty and staff) must have international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. Program directors must enroll all participants in the University’s insurance plan at the time of the participant’s commitment to the program or trip, prior to the program departure date(s), and apply the cost to each participant’s program fee. The insurance policy must provide coverage for the insured individual for the entire program period including travel days to and from the destination(s). Program directors must clearly communicate insurance coverage start and end dates with covered participants. Participants who wish to extend their trip dates beyond the insured trip dates are responsible for purchasing extended insurance that covers them throughout their particular travel dates.

g. **Ratio.** These guidelines recommend that for faculty-led or staff-led CUNY trips there is at least one (1) faculty or staff member for every one to twenty (1-20) students over

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1 The University is currently soliciting for a university-wide international insurance provider.
the age of 18 and one (1) faculty or staff member for every one to five (1-5) students under the age of 18.

h. **No Friends or Family.** Friends and family of faculty, staff and students are not eligible to participate in sponsored trips, except with the explicit prior written permission of the Chief Academic Officer (CAO). The CAO will provide notification of all instances of friends or family participating in sponsored trips to the Office of Environmental, Health, Safety and Risk Management (OEHSRM) and Office of the General Counsel (OGC). Any friends or family traveling on CUNY-sponsored trips must be enrolled in the University’s international medical and travel insurance coverage plan and must comply with any other requirements, including, but not limited to, signing a participation form, deemed necessary by the Office of Academic Affairs, OEHSRM, and OGC.

i. **Non-Compliance.** Any sponsored trip taken without all of the following: (i) prior approval of the Office of the Provost as evidenced by sign-off of the proposal, (ii) collection of an **International Travel Participation, Waiver, and Emergency Contact Form** and proof of insurance from each participant in the trip, (iii) timely submission (one month to two weeks before the departure) to the Office of the Provost of a complete and accurate **International Travel Notification Form**, participant list, and **Emergency Contact Information Sheet**, or that otherwise violates these guidelines may result in individual and/or organizational discipline as outlined in CUNY Article XV of the CUNY Board of Trustee Bylaws, [http://policy.cuny.edu/toc/btb/](http://policy.cuny.edu/toc/btb/), or applicable collective bargaining agreements.

### 4. Procedures for Approval and Implementation of a Sponsored Trip

Program directors are responsible for the health and safety of all participants and must properly plan and prepare for a safe and educational international trip or program. Planning and preparation must include: thorough research about the destination to be visited, local transportation, overnight accommodations, and dining options; creation of a detailed itinerary; and clear communication of plans and expectations with participants. Program directors must bear in mind that the health and safety of the students is of paramount importance in all aspects of the planning. The program director must complete the following steps:

**STEP 1 – Prepare a Proposal**

Prepare a proposal for the international trip using the **International Trip, Travel, or Program Proposal Outline**. Groundwork for program development and logistics should be well underway prior to submission of a proposal. Proposals for attendance at conferences, especially those for which housing and on-the-ground logistics are pre-arranged, may be submitted as soon as information about the trip becomes available. When developing a proposal:

a. Select the site and identify the various associated risk factors such as the political situation, socioeconomic conditions, and environmental factors (such
as air/water quality). Describe the efforts to plan a safe trip, provide information known about the location and available infrastructure (such as proximity to transportation hubs, medical care, and amenities in the local neighborhood). If possible, in addition to background research found in guidebooks or on the internet, try to speak with experts on or individuals from the country or region in order to learn as much as possible about traveling in that place as well as local laws and customs.

b. Examine U.S. Department of State Consular Information sheets, travel warnings or alerts, and Centers for Disease Control and Prevention (CDC) travel notices. **Programs must not take place in countries with any U.S. Department of State or CDC warnings or alerts that warn or strongly urge against travel unless the program director obtains prior written approval from both the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management** (also see the discussion on “International Education Crisis Management Teams” on page 16). Program directors should notify OAA and OEHSRM as soon as they become aware of a U.S. Department of State warning or alert or CDC travel notice. Program directors must register approved programs with the U.S. Department of State so that the group’s presence and whereabouts are known.  

c. Make sure the overnight accommodations, such as hotels, the residence halls/dormitories of universities, and homestays are safe, secure, and to the extent possible, accessible for participants with mobility disabilities. It is recommended that all lodging be vetted through personal site visits by the program director, if possible. If the program director or staff has not previously used or seen the accommodations in person, he/she should obtain full descriptions and multiple pictures and/or videos and thoroughly check reviews and references (including making inquiries regarding the experience of other colleges and universities) during the planning phase. The NAFSA: Association of International Educators *Guide to Education Abroad* provides the following questions when planning safe housing arrangements, which may be helpful to consider: Will students be able to get out quickly in case of fire? Are there smoke alarms present? If the program takes place in a region prone to earthquakes, are the structures built to withstand them? Is there appropriate security present? If students are being housed with host families, has a


\[3 \text{ For more information, please see the following:} \]
\[\text{• U.S. Department of State Travel Site: } \text{http://www.state.gov/travel/} \]
\[\text{Trip registration with the U.S. Department of State: } \text{https://travelregistration.state.gov/ibrs/ui/}. \text{ Program directors should advise non-U.S. citizen students to also inform the governments of their countries of nationality of their travel plans.} \]
\[\text{• Centers for Disease Control and Prevention Travel Site: } \text{http://wwwn.cdc.gov/travel/default.aspx} \]
program staff member visited each home and looked at conditions? Will students have adequate quiet places to study? Has the family provided personal references, and has the program director or international host institution checked the references? Is there someone to follow up with the families and students if there is conflict or if they don’t get along?4

d. Identify special requirements or skills required for everyone’s participation on the trip in any specific activities or excursions to be undertaken. Program directors should deliberately consider and discuss as appropriate, participants’ physical abilities and the inherent risks of the proposed activities. Discussion of a participant’s physical abilities must be conducted in a manner that ensures the privacy of the individual.

Program directors should make all efforts to mitigate risks associated with program-related activities. Program directors are prohibited from scheduling high risk activities like bungee jumping, whitewater rafting, and technical mountain climbing that can put participants in danger. Program directors must inform students that they are prohibited from engaging in such high-risk activities in their free time.

e. Check the climate and weather forecast for the location(s) of the trip and remind all participants to pack and dress appropriately.

f. Identify any potential hazards related to the trip, such as excessive heat or cold, insect-borne diseases, issues with terrain, hazardous plants, and wild animals in the area. Program directors are to provide participants with guidance specific to activities being undertaken. Program directors must submit these guiding directions, and the evaluation of potential hazards, together with the international trip proposal to the Chief Academic Officer for review.

g. Identify local resources for emergencies, such as medical care, as necessary. In addition to knowing how to access such services, the program director must recognize, be aware, anticipate, and prepare for the likelihood of cultural and technical differences in the approach to service provision in a given locale.

h. Anticipate and plan for emergencies such as theft, illness, accidents, medical needs, inclement weather, vandalism, missing persons, etc. (see Section 9 – “Emergency Procedures for Program Directors”). The program director, working with any international collaborators and home college administrators, needs to develop processes in order to determine the best course of action for different unanticipated situations and emergencies. Thinking about the following types of questions may be helpful: Where will you go (or meet) if the group needs to evacuate the country? What will you do if a member of the

group is a victim of a crime or is injured? What will you do if a participant goes missing?

i. Most international trips will require round-trip international air travel. Consider if the entire group must fly and arrive together or if the participants may book their own travel, fly separately, and meet at a central location at the destination. If the group is meeting at a central location, program directors must provide directions and guidance on how to get to the meeting place, ways to communicate with each other (such as cell phone numbers or a phone number for the meeting location), and how to respond in the event that travel/flight delays prevent a participant from arriving at the meeting location at the designated time.

j. Consider transportation methods and time spent traveling in the destination country or region while developing the itinerary to maximize the group’s time in the country.

STEP 2 – Submit the proposal and International Travel Program Proposal Cover Sheet to the Chief Academic Officer no later than six (6) months before the proposed trip. Note that submission of a proposal to the Chief Academic Officer does not mean that a trip has been approved.

The Chief Academic Officer shall meet with the program director prior to the trip to review specific trip details, confirm that these guidelines have been met, and then determine whether or not to provide approval for a proposed trip. Approval will be deemed provided when the Chief Academic Officer signs the International Travel Program Proposal Cover Sheet (see page 19).

STEP 3 – After the Chief Academic Officer approves the trip, submit the following documents to the campus Chief Academic Officer, the program director’s department, the Office of Public Safety, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs one month to two weeks before participants are scheduled to leave the country; file the original with the CAO and provide copies to the other offices.

a. A fully completed International Travel Notification Form (see page 22) that includes the name of the organization sponsoring the trip, the name of the program director, the program director’s contact information, the travel destination and accommodations, purpose of the trip, number of participants, departure and anticipated return dates and times, and methods of transportation (international and local).

b. A detailed trip itinerary of the day-to-day activities.

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5 Work with the local Office of Public Safety to develop the protocol to respond to emergency calls from students abroad. See discussion about emergency preparedness, Section 9, page 15, “Emergency Procedures for Program Directors.”
c. A list of all participants on the trip, including the program director, students, instructors, chaperones, etc., with their names, local addresses, phone numbers and passport numbers.

d. A fully completed Emergency Contact Information Sheet for each participant (see page 25). The Emergency Contact Information Sheet shall include a list of participants and the names and phone numbers of the participants’ designated emergency contacts. The Emergency Contact Information Sheet shall be kept on file with the college Office of Public Safety in the event of an emergency during off-hours.

e. A communication tree with the contact information for the appropriate individuals to be contacted abroad and locally within CUNY in case of an emergency.

f. A written protocol regarding how to respond to emergency calls from students abroad. Program Directors need to work with the local Office of Public Safety to develop the emergency response protocol (see Section 9).

If any of the information provided in these documents changes during the trip, the program director must promptly notify the Chief Academic Officer, the program director’s department, the college Office of Public Safety, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs of the changes.

STEP 4 – Collect a signed and notarized International Travel Participation, Waiver, and Emergency Contact Form (see page 26) from all participants of the program and enroll them in the University’s international medical and travel insurance policy at the time of commitment to the program or trip. If a student is under the age of 18, the International Travel Participation, Waiver, and Emergency Contact Form also must be signed by a parent or guardian and notarized.

Participants who do not submit a properly signed and notarized International Travel Participation, Waiver, and Emergency Contact Form or are not enrolled in the University’s international insurance plan may not participate in the sponsored trip.

International Travel Participation, Waiver, and Emergency Contact Forms and insurance information must be kept on file by the sponsoring department or organization of the College for at least six (6) years after the sponsored trip has ended and the participants have returned. Any questions regarding this Form should be sent to the Office of General Counsel at ogc@mail.cuny.edu.

STEP 5 – Inform the international education liaison at the students’ home colleges (if the sponsoring college is not the same as the student’s home college) of student participation in the

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6 If a student participant is under the age of 18 at any time during the trip, then the release forms and insurance information must be retained for six (6) years from the date that the student reaches age 18.
international program or trip. The list of CUNY international education liaisons may be found at
the following <http://www.cuny.edu/academics/programs/international/students/campus-offices.html>.

5. Pre-Trip Communications

Each program director must provide the sponsored trip participants with a mandatory pre-departure orientation to prepare them for the cultural experience and logistical matters related to traveling internationally and for the specific destination(s). The program director shall communicate with students through meetings, email, and/or other written means regarding the planned itinerary, behavioral expectations, transportation plans, and accommodation details so that all participants are aware of what they can expect. Program directors are to review the following personal safety tips, as applicable, with trip participants:

a. Advise participants to voluntarily disclose any mental health concerns, disabilities, or health issues that may need to be accommodated during the trip. For programs requiring an application process, the medical and health disclosure must take place only after the participant gains acceptance to the program. Program directors may collect sensitive information and maintain it in a sealed envelope to ensure privacy and confidentiality with disclosure to the program director’s designee only if necessary. For example, the program will be better able to serve the needs of participants who disclose prior to departure that they are asthmatic, diabetic, bipolar, or experience particular drug and food allergies.

b. Advise participants that traveling abroad can cause psychological stress, especially as the participants’ daily routine is likely to change. Inform participants about jet lag and sleeping adjustments, change of diet, possible lack of exercise, homesickness, loneliness, language barriers, and culture shock. When participants are placed in homestays with local families or share dorms or hotels with roommates the adjustment to sharing close quarters may be difficult. Encourage participants to find a constructive outlet to work through any possible uneasy feelings or frustrations.

c. Direct participants to carry the following with them at all times: any personal medications that they require, international insurance cards, and emergency contact information cards (see Emergency Contact Card template on page 43). Remind participants to be mindful of any prescription drug or over-the-counter medication program they take and to plan with their medical provider and insurance carrier to ensure an adequate supply for the duration of their time abroad; some prescriptions and over-the-counter medicines are not obtainable abroad. Remind participants to use caution when purchasing or using unfamiliar over-the-counter medications.

d. Advise participants that food and water-borne illnesses are a common ailment for travelers in many parts of the world where water sanitation and hygiene are different. Often, diarrhea results from ingesting food or drinks that contain contaminated particles. Program directors should inform participants if the water supply at the international location is potable or if participants should treat water before drinking it (or using it for teeth-brushing). Iced beverages may also not be safe, depending on
the water the ice was made with, so caution should be advised. Fresh fruits should be washed and peeled carefully. Food prepared without proper hand washing and food that is sitting out and exposed to flies and bacteria or unrefrigerated for a period of time may become contaminated. Careful attention to food and drink can prevent sickness.

e. Remind participants to take the necessary precautions during times of extreme temperatures. For instance, when it is hot, participants should stay hydrated, wear light clothing, and use sunscreen if there is sun exposure.

f. Advise participants that traffic rules vary in different countries, and remind participants to use caution when crossing busy streets.

g. Remind participants to be aware of stereotypes of U.S. men and women and be familiar with cultural expectations related to gender. Program directors should inform participants about local verbal and non-verbal communication. All participants, particularly female participants, should take note and beware of appropriate behavior and interactions between the sexes and dress appropriately to avoid unwanted attention.\(^7\) Encourage all participants to wear culturally appropriate clothing and abide by cultural norms in the region.

h. Advise participants to take precautions to avoid and/or minimize the risk of transmission of sexually-transmitted diseases. The Centers for Disease Control and Prevention (CDC) reports that “the risk of HIV infection for international travelers is generally low and because HIV infection and AIDS are distributed globally, the risk for international travelers is determined less by geographic destination and more by behaviors that put them at risk for becoming infected, such as sexual and drug-using behaviors.”\(^8\) Encourage participants to be cautious with non-medical procedures, such as tattooing or piercing that would require needles. Encourage participants to be mindful of situations where there would be contact with blood or needles in health care settings, such as blood transfusions or insulin injections.

6. Methods of Transportation

a. Program directors shall work with the college business office when arranging for the payment or purchase of any good or service, including air or ground transportation, when appropriate.

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\(^7\) For more information, please visit <http://www.globaled.us/irl/forms/UNLVAdviceforWomenTravelers.html>.

b. Program directors must not rent or use vehicles or drive groups of students. Program directors are encouraged to hire reputable commercial transportation or travel agencies to provide transportation services.

c. Participants must not operate vehicles or transport other students as part of the scheduled trip activities or in their free time.

d. Participants must not rent or use other motorized modes of transportation, such as motorcycles, scooters or ATVs, unless it is to support a physical disability (e.g., a motorized wheelchair).

7. **Participant Behavior**

Program directors are to inform participants that they are required to follow behavioral expectations.

a. Participants are representatives of their colleges and of the University, New York City, New York State, and the United States whenever they participate in a sponsored trip. As such, students are expected to conduct themselves appropriately at all times, from departure to return. Students are expected to comply with applicable University policies, procedures, rules and regulations. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to Article XV of the CUNY Board of Trustee Bylaws.9

b. All trip participants are required to (a) comply with the standards set forth in the Henderson Rules of Public Order,10 understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; (b) comply with the laws of the country abroad and the rules and regulations of the host institution; (c) assume responsibility for their own actions; and (d) conform their conduct to the standards surrounding the trip, understanding the circumstances of an international activity may require a standard of decorum which may differ from that applicable on campus in New York. Sanctions could include suspension and expulsion from the respective home college and The City University of New York. Due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings may not apply. The program director may, with consultation of the home college administrators, dismiss a student at his/her own expense without credit or refund from the University or College of any monies paid for a documented violation of University or program rules.

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9 CUNY Board of Trustee By Laws, Article XV, <http://policy.cuny.edu/toc/btb/>.
c. All sponsored trips are a “CUNY-sponsored activity” and as such, must conform to the CUNY Drug and Alcohol policy, which states, "The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited." See <http://web.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf>.

Drug and alcohol abuse and misuse will not be tolerated on sponsored trips. Violation of local laws and/or CUNY regulations or policies may result in immediate dismissal from the program and academic and/or disciplinary action upon return to campus.

Program directors are required to discuss with participants that alcohol use and misuse while abroad is a risk. Although alcohol may be legal at a younger age abroad, its use and abuse is many times tied to students being victims of crime, violence, accident, and injury. Drug use abroad can result in severe legal and judicial consequences abroad, including arrest and imprisonment in that country.

d. International host countries may be the site of heightened political activity such as strikes and demonstrations. As guests in different countries, participants shall not engage in political activity. Participants may not have the same political freedoms as are experienced in the United States. Program directors must inform participants of the laws of the host country and the consequences of violating those laws. Program directors are expected to explain to participants that they are guests in the country/region to be visited and that they will be perceived by local citizens of the host country/region as representatives of the program, the college, the University, New York, and the United States.

e. Participants in international programs are responsible for their own behavior and any resulting consequences. The College/University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College/University rules and regulations, the direction of College/University employees, or applicable law. Participants are prohibited from engaging in high-risk activities, such as bungee-jumping, sky-diving, whitewater rafting, etc., even in their free time.

f. The University is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation, or harassment, including sexual harassment. The City University of New York does not tolerate sexual harassment committed by trip participants (students, faculty, or staff). It is demeaning, offensive, illegal, and prohibited by University policy. For more information on the University’s Sexual Harassment Policy, please visit <http://www.cuny.edu/about/administration/offices/ohrm/pdlm/programs/sexual-harass-prevent.html>.
g. Program directors must conduct pre-departure orientations that address many personal safety tips outlined in Section 5: Pre-Trip Communications with participants. Program directors must ensure participants are familiar with the principles set forth in that section.

8. **Program Director Expectations**

Program directors have many responsibilities before, during, and after the sponsored trip both while at CUNY and while at the international site. Program directors are expected to:

a. verify in the 48 hours immediately preceding the sponsored trip that the U.S. Department of State has not issued any travel warnings or alerts related to the destination(s) to be visited;

b. exchange emergency contact information (phone numbers and email addresses) with participants;

c. be available and on-call at all times (24/7) during the sponsored trip to respond to student participant concerns and problems as needed and in the immediate 48 hours before scheduled departure date(s) of the trip;

d. at all times (24/7) during the sponsored trip possess, in hand, an **International Travel Notification Form** and a full set of student participant **International Travel Participation, Waiver, and Emergency Contact Forms** and leave copies of said forms with a designee in New York City;

e. serve as the official university representative in cases of emergency;

f. coordinate emergency response and all communications between and among the college, the University, and the relevant persons and organizations on-site;

g. notify authorities at the local site immediately in the event that one or more student participants cannot be accounted for or is missing;

h. ensure students receive medical attention by trained professionals in case of a medical emergency;¹¹

i. be familiar with and follow all existing University policy and guidelines, including those on sexual harassment and confidentiality and federal laws and regulations such as FERPA, HIPAA, and the Clery Act; and¹²

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¹¹ **NAFSA’s Guide to Education Abroad For Advisers and Administrators** says, “Unless program directors and local staff are fully trained and certified in advanced first aid or licensed medical specialists, they should not provide medical services during a program except under the gravest and most critical emergency circumstances. All participation agreements should include language allowing program staff to apply first aid as a last resort before the arrival of emergency medical personnel.” NAFSA: Association of International Educators, **NAFSA’s Guide to Education Abroad For Advisers and Administrators**. Washington, DC, 2005, p. 578.
j. conduct all appropriate follow-up activities, such as completing incident reports.

9. **Emergency Procedures for Program Directors**

**Emergency Preparedness**

Program directors are required to make reasonable efforts to plan for trip emergencies and contingencies, consistent with professional standards for educational trips.

**Emergency Response**

The following guidelines are meant to assist the colleges in thinking through appropriate responses in the event of an emergency. Program directors are required to develop a crisis management protocol that takes into consideration the following key issues:

1. emergency response and rescue;
2. notification of participants’ emergency contacts;
3. press and media;
4. legal and liability issues that may arise;
5. stress and psychological issues and effects resulting from an emergency event; and
6. post-incident responses: arranging participants’ return, medical treatment, follow-up information, and debriefing.

As needed, according to the incident, program directors shall:

   a. contact local police or law enforcement to report theft, vandalism, or any other criminal activity;
   b. contact the local emergency medical provider for medical emergencies;
   c. contact the office of the provost and the office of the vice president of student affairs;
   d. contact the central office of public safety, particularly if a student is involved with the police abroad;
   e. report all injuries or illnesses to designated campus officials;

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f. complete any accident or incident reports within 24 hours to the appropriate campus officials including the office of the provost and the office of the vice president of student affairs; and

g. be prepared to contact appropriate service providers.

**Effective communication is critical when responding to an emergency abroad.**

a. **Communication with the International Program Site**
   The program director must be able to reach the international program site contact person, such as a CUNY faculty member for faculty-led programs, the director of the trip at the host institution, or the director of the third-party program provider, at all times (24/7). The program director or contact person at the international trip site must have access to various forms of communication such as mobile phone, landline phone, e-mail, fax, and in remote locations, satellite phone (if available) in order to communicate with the home campus in New York on its activities and participants’ well-being.

b. **Communication within the Home Campus**
   Best practices within the international education field include campuses establishing a coordinated communications and crisis management plan in order to efficiently and effectively deal with international emergencies. Sponsoring colleges are strongly encouraged to create an “International Education Crisis Management Team” to handle crises or emergencies related to participants or programs abroad should they occur. Members may include:

   1. College Chief Academic Officer
   2. College Vice President of Administration
   3. College Head of Campus Security
   4. College Chief Student Affairs Officer
   5. Director of College Public Relations (i.e., to address the press)
   6. College Legal Representative or Counsel to the President
   7. College Director of Study Abroad or College International Education Liaison
   8. College Risk Manager

   The program director must decide on a communication tree and delegate responsibility for the emergency or crisis to appropriate campus officials (see International Education Crisis Management Team). The international program director must document all emergency incidents and follow-up actions, and include the following information:

   - the name of the program;
- the location;
- description of the incident;
- date and time of the incident;
- names of people involved;
- contact information for the people involved (including witnesses);
- name and contact information for the person submitting the report; and
- date and time the report is submitted.

c. Communication with the Central Office
The program director must inform the CUNY Central Office of any critical incidents abroad at emergencyabroad@cuny.edu. This will reach the International Education Manager and Health and Safety Manager at CUNY Central Office, who will inform their division heads as needed.

d. Student Access to Assistance
In addition to the student participants having access to the program director, campuses that sponsor international programs may also consider installing a 24-hour emergency assistance hotline at the college for student participants to call at any time (see page 43 for a template of the wallet-sized Emergency Contact Card to provide to students traveling abroad.)

e. Missing Participants
In the event that one or more participants cannot be accounted for at the destination site, authorities at the site must be notified immediately. If a participant cannot be located following an immediate search, then the on-site program director shall contact local police and a senior college administrator and shall make every effort to reach the participant’s emergency contact. A program director shall remain at the site until all participants are accounted for. The program director in consultation with college officials shall determine whether other participants should leave the site. Emergency contacts must be notified and kept updated as to the status of the search for the missing participant(s). This section applies to students, faculty, and staff who may go missing.

f. Program Participants Who Cannot Continue to Travel
In the event that a participant is severely injured, requires hospitalization, or experiences another mishap that requires a substantive change to the overall program itinerary, the program director must contact U.S. program staff to determine the best course of action. For example, the program director and other participants must not leave a hospitalized student behind without program assistance.
CUNY INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL
COVER SHEET

Submit this as the cover sheet with your International Trip, Travel, or Program Proposal to the college Chief Academic Officer.

1. Program Title: ________________________________

2. Type of Program Travel:  
   □ Academic Credit-Bearing  □ Non-Credit Student Activity/Club  
   □ Other ________________________________

2. Proposed Dates Abroad: ____________ to ____________

4. Number of CUNY students expected to participate: _____

5. Program Site (Location): ________________________________ (City, Country)

6. Has the program or trip been approved before? If yes, when and by whom?

7. Brief Description/Rationale for the Trip (50 or fewer words):

8. Program Director/Requestor Contact Information and Certification:

   Name of Program Director/Requestor ________________________________

   CUNY College ________________________________

   Title ________________________________

   Department ________________________________

   Telephone ________________________________

   Email Address ________________________________

   I hereby certify that the attached proposal accurately reflects the program as planned, that the program is in the University's and participating students’ best interests, and that the program is consistent with the University's mission.

   Signature of Program Director/Requestor ________________________________

   Date ________________________________

9. Approval:

   The attached proposal is hereby approved by the Chief Academic Officer.

   Name of College Chief Academic Officer ________________________________

   Signature of College Chief Academic Officer ________________________________

   Date ________________________________
CUNY INTERNATIONAL TRIP, TRAVEL, OR PROGRAM PROPOSAL OUTLINE

Successful international programs, trips, and travel require careful planning that begins far in advance of the actual operation of the program, and sufficient lead time is a crucial factor in the successful recruitment of participants and to provide participants with pre-departure orientation. Please contact your campus international education liaison for assistance with developing and drafting a proposal and budget. The list of CUNY international education liaisons may be found at the following <http://www.cuny.edu/academics/programs/international/students/campus-offices.html>.

In addition to the cover sheet, the international trip, travel, or program proposal must include the following:

A. Academic purpose of the program, which includes a rationale for the overseas location of the program and a description of the way(s) the program will complement and/or supplement the on-campus curriculum. If the program proposes a new course, please describe the learning objectives of the experience.

B. Brief description of the academic program, which, where appropriate includes:
   1. course(s), including preliminary syllabus (adaptation of existing course or new experimental course proposal) and general teaching times;
   2. field trips and their relation to course(s) or academic purpose of program and guidelines for health and safety for the program;
   3. guest lecturers;
   4. institutional affiliation;
   5. classroom/academic facilities (e.g., library, computers, etc.); and
   6. special projects.

C. Profile of desired participants (e.g., class year, major or minor, etc.).

D. Prerequisite courses, skills, or abilities (e.g., language ability, lab experience, etc.).

E. Type of credit students will receive.

F. Brief description of planned pre-departure preparation/orientation.

G. Brief description of any follow-up activities building on the experience on return.

H. Proposed budget.

13 Courtesy of John Jay College of Criminal Justice Office of International Studies and Programs
CUNY INTERNATIONAL TRAVEL NOTIFICATION FORM

The Program Director shall complete this International Travel Notification Form and submit it to the Office of the Provost, the college Office of Public Safety, the program director’s department, the University Office of Environmental, Health, Safety and Risk Management, and the University Office of Academic Affairs one month to two weeks prior to commencement of travel. Sponsored trips must follow the CUNY International Travel Guidelines which can be found at <http://www.cuny.edu/academics/programs/international/faculty.html>.

To Be Completed by the Program Director

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<th>Contact Information at CUNY</th>
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<td>Faculty/Staff Name:</td>
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<td>College:</td>
<td>Department:</td>
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<td>Office Phone:</td>
<td>Cell/Home Phone:</td>
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<td>Email address:</td>
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Program Director will accompany the group abroad: Yes [ ] No [ ]

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<th>Contact Information at International Site</th>
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<td>Faculty/Staff Name:</td>
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<td>Cell/Home Phone:</td>
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<td>Email address:</td>
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Physical Address at International Site:

If other staff or faculty will (also) accompany the group, please attach their contact information.

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<th>Academic Information (if applicable)</th>
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<td>Course/Program Title:</td>
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<td>CUNY Course Equivalent(s):</td>
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<th>Logistics (attach additional sheets as necessary)</th>
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<td>Departure Date and Time (from New York):</td>
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<td>Return Date and Time:</td>
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<td>Destination(s):</td>
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<td>Number of Participants (including trip program director):</td>
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If a third-party tour company or provider will be assisting with logistics in-country, please list name of the company/organization, contact information, and how the arrangement came about:
Please describe primary mode(s) of transportation (to country and within the country) including names of companies used, flight number and information, etc.:

Please describe the living accommodations planned for students and faculty, including type of accommodation, living address, and contact information:

U.S. Department of State Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. Travel Alerts are issued to describe short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens <http://travel.state.gov>. Please indicate if there are U.S. Department of State advisories for the destination(s):

Please indicate if there are CDC (Centers for Disease Control and Prevention) travel notices for the destination(s) <http://wwwnc.cdc.gov/travel/default.aspx>:

Please attach the following:

1) Detailed Trip Itinerary (e.g., daily class and/or field trip schedule with locations)

2) List of Students and Their Emergency Contacts (see CUNY Emergency Contact Information Sheet)

Received by the International Education Liaison
Name:
Signature:
Date:

Received by the Office of the Provost
Name:
Signature:
Date:
CUNY EMERGENCY CONTACT INFORMATION SHEET

The following information must be completed for each participant who will be attending the event/trip.

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<th>Last Name</th>
<th>First Name</th>
<th>Last Four Digits of CUNY ID</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Home College</th>
<th>Contact Info. While Abroad (e.g. email, int'l cell phone)</th>
<th>Emergency Contact Last Name</th>
<th>Emergency Contact First Name</th>
<th>Relationship</th>
<th>Emergency Contact Phone Number 1</th>
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CUNY INTERNATIONAL TRAVEL PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM

This form has been developed by the CUNY Office of the General Counsel (OGC) and cannot be altered or adapted except in the answerable fields without approval from OGC.

PART A to be completed by the Program Director (then duplicated for completion of Part B by participating students)

Description of Activity

__________ College (“College”) of The City University of New York (“University”) believes that participation in organized, off-campus activities by its students can be an important part of a student’s learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this International Travel Participation, Waiver, and Emergency Contact Form and submit it to the Program Director prior to the Activity.

Description of Activity: __________, including travel to and from Destination of Activity

Destination of Activity: __________

Dates of Activity: __________

Name of Program Director: __________

Affiliation of Program Director to College/University: __________

Name of Trip Chaperone (if applicable): __________

Contact Telephone Number on Date(s) of Activity: __________

PART B to be completed and signed by the participating student and notarized; if under 18, also by his/her parent or legal guardian and notarized

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Activity site(s). These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) that I have accessed at http://travel.state.gov and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I accept all of these risks and voluntarily elect to participate in the Activity.

2. I understand that, although the University has made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the
University, and the officers, employees, agents, or representatives of any and all of them (“Released Parties”) for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Activity, except for such claims, damages or losses may be caused by the gross negligence or willful misconduct of any of the Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.

4. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Activity and assume responsibility for my actions, understanding that the circumstances of an Activity likely requires a standard of behavior that may differ from that applicable on campus. I will comply with the University’s rules, standards, and instructions for student behavior generally and for the Activity, including the College’s Code of Student Conduct and the Henderson Rules of Public Order (collectively, “standards”). I acknowledge and understand that my compliance is important to the success of the Activity and to the University’s/College’s willingness to permit future similar activities. I agree that the University has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings and not granting academic credit for and removing me from the Activity, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the University, the Activity or other participants. I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am removed from the Activity, I consent to going home at my own expense with no refund from the University or College of any monies paid. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The University is not responsible for providing any assistance under such circumstances.

5. I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss that arises at a time when I am not under the direct supervision of the University, including, without limitation, during travel and/or activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity, and/or that are caused by my failure to remain under such supervision or to comply with the standards. I understand and agree that the University is not in any way responsible for my well being with respect to any travel to destinations beyond those specifically required for the Activity that I may choose to undertake before, during, or after the Activity.

6. I understand that it is within the College’s discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that the College is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of the host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations.
7. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity, and I hereby release each of the Released Parties from any and all claims, damages, injuries (including death), or loss arising out of my failure to disclose such conditions or problems.

8. I have or will obtain and maintain health, accident, disability, hospitalization, property and travel insurance as required by the College and have or will obtain and maintain the same health, accident, disability, hospitalization, property and travel insurance coverage for all travel and activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity. I will be responsible for the costs of such insurance and for any expenses not covered by insurance.

9. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.

10. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.

11. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.

12. I agree that should any provision or aspect of this International Travel Participation, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.

13. The waiver and release herein represents my complete understanding with the College and the University concerning its responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

14. I am printing my contact information below:
   Name of Participant:  
   CUNY ID: 
   Local Address: 
   City:  
   State:  
   Zip:  
   Cell Phone:  
   Email address: 

15. I am printing my emergency contact information below:
   In case of emergency, notify: 
   Name:  

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Revised January 12, 2012
Relationship:
Phone numbers: day evening

16. Check one:
☐ I am at least eighteen years old.
☐ I am not yet eighteen years old, so I have secured the signature of my parent or
guardian (see next page) as well as my own.

I wish to participate in the Activity, I have read and completed this International Travel
Participation, Waiver, and Emergency Contact Form carefully, and I am signing it
voluntarily in the presence of a notary.

Date: ____________________ Signature: ________________________________

STATE OF ____________________ )
COUNTY OF___________________ ) ss.: _______________________________________

On this ___ day of ____________, 201_, before me personally appeared ____________________________

________________________________ to me known and known to me to be the person
described in and who executed the foregoing instrument and acknowledged that s/he executed
the same.

Notary Stamp

Notary Public

If participating student completing and signing this form is under the age of 18,
then the following page must be completed and signed by the student's parent or
legal guardian in the presence of a notary.
IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT’S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING IN THE PRESENCE OF A NOTARY:

1. I am the parent or legal guardian of my child named and who signed on the previous page.

2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.

3. I understand that my child is expected to behave responsibly and to follow the University’s discipline code and policies and that failure to do so may subject the student to removal from the Activity.

4. I have read and understand this International Travel Participation, Waiver, and Emergency Contact Form, and I confirm that the information provided by my child is accurate and complete.

5. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for my child.

6. I am and will be legally responsible for the obligations and acts of my child as described in this form, including such parts as may subject me to personal financial responsibility.

7. I agree, for myself and for my child, to be bound by its terms.

Print First and Last Name of Parent or Guardian

__________________________________________  Signature of Parent or Guardian

STATE OF ____________________________)  ss.:  
COUNTY OF __________________________)

On this day of ________________, 20__, before me personally appeared ____________________________ to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary
Stamp  
Notary Public

Notary Public
CUNY INDEPENDENT TRAVEL NOTIFICATION, WAIVER, AND EMERGENCY CONTACT FORM

This form has been developed by the CUNY Office of the General Counsel (OGC) and shall not be altered or adapted except in the answerable fields without approval from OGC.

College: ___________________________________________  Department: ________________________________

Destination(s): ____________________________________________________________

Description and Purpose of Trip: ______________________________________________________________________________________________________

Name and Contact Information of Local Sponsor (university, institution, etc.) ________________________________

Departure Date and Time: ________________  Return Date and Time: ________________

Trip Itinerary: _______________________________________________________________________________________________________________________

Indicate if there are U.S. Department of State Warnings or Alerts for the destination(s) <http://travel.state.gov>:

If there are any advisories, please notify your Student Affairs office (graduate students) or Study Abroad office (undergraduate students) as soon as you are aware of the advisories so that your travel can be reviewed by the University Office of Academic Affairs and the University Office of Environmental, Health, Safety and Risk Management.

Indicate if there are CDC (Centers for Disease Control and Prevention) travel notices for the destination(s) <http://wwwnc.cdc.gov/travel/default.aspx>:

I wish to participate in the trip described above (“Activity”), and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

1. I understand that participation in the Activity involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Activity site(s). These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) that I have accessed at http://travel.state.gov and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I accept all of these risks and voluntarily elect to participate in the Activity.

2. I understand that while I have made every reasonable effort to assure my safety while participating in the Activity, there are unavoidable risks, and I hereby release and promise not to sue the City of New York, the State of New York, the College, the University, and the officers, employees, agents, or representatives of any and all of them (“Released Parties”) for any damages or injury (including
death) caused by, deriving from, or associated with my participation in the Activity, except for such
claims, damages or losses may be caused by the gross negligence or willful misconduct of any of the
Released Parties. It is my express intent that this Release bind my heirs, assigns, and personal
representatives.

3. I represent that my statements herein are accurate and complete and that my agreement to the
provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I
have the right to consult with the adviser, counselor, or attorney of my choice.

4. I understand that each foreign country has its own laws and standards of acceptable conduct,
including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that
violates those laws or standards could harm the University’s relations with those countries and the
institutions therein, as well as my own health and safety. I will become informed of, and will abide
by, all such laws and standards for each country to or through which I will travel during the Activity
and assume responsibility for my actions, understanding that the circumstances of an Activity likely
requires a standard of behavior that may differ from that applicable on campus. I will comply with
the University’s rules, standards, and instructions for student behavior generally and for the Activity,
including the College’s Code of Student Conduct and the Henderson Rules of Public Order
(collectively, “standards”). I acknowledge and understand that my compliance is important to the
success of the Activity and to the University’s/College’s willingness to permit future similar
activities. I agree that the University has the right to enforce the standards, in its sole judgment, and
that it may impose restrictions, up to and including disciplinary proceedings and not granting
academic credit for and removing me from the Activity, for violating the standards or for any
behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the
University, the Activity or other participants. I agree that, due to the circumstances of foreign study
programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at
the University do not apply. If I am removed from the Activity, I consent to going home at my own
expense with no refund from the University or College of any monies paid. I will attend to any legal
problems I encounter with any foreign nationals or government of the host country. The University is
not responsible for providing any assistance under such circumstances.

5. I hereby release each of the Released Parties from any and all claims, damages, injuries (including
death), or loss that arises at a time when I am not under the direct supervision of the University,
including, without limitation, during travel and/or activities other than those specifically required in
order to participate in the Activity that I may choose to undertake before, during, or after the Activity,
and/or that are caused by my failure to remain under such supervision or to comply with the
standards. I understand and agree that the University is not in any way responsible for my well being
with respect to any travel that I may choose to undertake before, during, or after the Activity.

6. I understand that it is within the College’s discretion to change travel, accommodations, and other
arrangements as it deems necessary. I understand that the College is not responsible for nor does it
represent or act as agent for, and cannot control the acts or omissions of the host institution or service
providers, including those who provide transportation, tour, dining or sleeping accommodations.

7. I have no known physical or health-related reasons or problems that preclude or restrict my
participation in the Activity. I have disclosed to the College any physical, mental, and emotional
conditions or problems, permanent or temporary, including special dietary and medication needs, or
the need for visual or auditory aids that might impair my ability to participate in the Activity, and I
hereby release each of the Released Parties from any and all claims, damages, injuries (including
death), or loss arising out of my failure to disclose such conditions or problems.

8. I have or will obtain and maintain health, accident, disability, hospitalization, property and travel
insurance as required by the College and have or will obtain and maintain the same health, accident,
disability, hospitalization, property and travel insurance coverage for all travel and activities other
than those specifically required in order to participate in the Activity that I may choose to undertake.
before, during, or after the Activity. I will be responsible for the costs of such insurance and for any expenses not covered by insurance.

9. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.

10. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.

11. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.

12. I agree that should any provision or aspect of this International Travel Notification, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.

13. The waiver and release herein represents my complete understanding with the College and the University concerning its responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

14. I am printing my contact information below:

Participant Name: __________________________ CUNY ID: __________________________

Home Address: __________________________ Phone: __________________________

____________________________________ Email: __________________________

15. I am printing my emergency contact information below. In case of emergency, notify:

Name: __________________________ Relationship: __________________________

Phone numbers: Day: __________________________ Evening: __________________________

Email: __________________________

16. I will submit this form to the Office of Student Affairs (graduate students) or the Study Abroad office (undergraduate students) prior to my departure.

I am at least eighteen years old, I wish to participate in the Activity, I have read and completed this Independent Travel Participation, Waiver, and Emergency Contact Form carefully, and I am signing it voluntarily in the presence of a notary.

Date: __________________________ Signature: __________________________

STATE OF __________________________)

) ss.: __________________________
COUNTY OF______________

On this___day of__________, 201__, before me personally appeared ______________________ to me known and known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary
Stamp

Notary Public

If participating student completing and signing this form is under the age of 18, then the following page must be completed and signed by the student’s parent or legal guardian in the presence of a notary.
IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT'S PARENT OR LEGAL
GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING IN THE PRESENCE OF
A NOTARY:

1. I am the parent or legal guardian of my child named and who signed on the previous page.

2. I give my permission for my child to take part in the Activity described on the first page of
this form with the understanding that there are potential risks associated with the Activity.

3. I understand that my child is expected to behave responsibly and to follow the University’s
discipline code and policies and that failure to do so may subject the student to removal from
the Activity.

4. I have read and understand this Independent Travel Participation, Waiver, and Emergency
Contact Form, and I confirm that the information provided by my child is accurate and
complete.

5. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of
the Activity may act on my behalf and at my expense in obtaining medical treatment for my
child.

6. I am and will be legally responsible for the obligations and acts of my child as described in
this form, including such parts as may subject me to personal financial responsibility.

7. I agree, for myself and for my child, to be bound by its terms.

__________________________  __________________________
Print First and Last Name of Parent or Guardian  Signature of Parent or Guardian

STATE OF ____________________________
) ss.:  
COUNTY OF ____________________________

On this___ day of ________________, 20__, before me personally appeared ____________________________

__________________________ to me known and known to me to be the person
described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary  
Stamp

__________________________  
Notary Public

__________________________  
Notary Public
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SAFETY AND RISK MANAGEMENT: PLAN AHEAD

☐ Approval: Ensure the trip has followed the appropriate approval procedures as outlined in the CUNY International Travel Guidelines.

☐ Contracts: Provide the Office of the General Counsel with all contractual agreements. ONLY authorized University officials may sign contracts on behalf of CUNY. All purchases and expenditures must be made through the campus purchasing office.

☐ Do Your Homework: Familiarize yourself with the destination and review any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at <http://www.state.gov/>.

☐ Housing: Organize housing and accommodations (e.g., dorms, hotels, homestays, etc.) for all members for the duration of the trip.

☐ Transportation: Organize modes of transportation (e.g., group flight, bus tours, etc.).

☐ Field Trips: Organize excursions, events, and field trips.

☐ Communication:
  ☐ Determine who on the CUNY campus should be contacted in the event of an emergency.
  ☐ Check in periodically with CUNY campus and inform designated campus officials of changes to itinerary.

☐ Health and Emergency Services:
  ☐ Identify suitable and recommended medical professionals and hospitals.
  ☐ Know the sites abroad and how to access health and emergency services there.
  ☐ Familiarize yourself with emergency protocols and be prepared to respond in the event of an emergency.
  ☐ Bring a first aid kit (include bandages, gauze, ace bandage, antiseptic, cotton-tipped applicators).

☐ Required Documents:
  ☐ Fill out, file, and provide copies to designated College officials of all required documents, including copies of the required forms from students (e.g., copies of passports, emergency contact information, completed International Travel Participation, Waiver, and Emergency Contact Form, etc.).
  ☐ Consider scanning required documents and e-mail them to yourself.
  ☐ Verify that the name on the airline ticket matches exactly the name on the passport. Be aware of nicknames, middle initials, married/maiden names, etc.
  ☐ Verify proof of insurance for all trip participants.
  ☐ During the trip, have access to all campus, host site, and student contact information in case of an emergency.

☐ Register: Register the trip with the U.S. Department of State (DOS) at <https://travelregistration.state.gov/ibrs/ui/>. (Note: The DOS system only allows for U.S. citizens to register their trips. Inform non-U.S. citizen travelers to notify their respective countries of nationality of their travel plans.)

☐ University Policies: Familiarize yourself with University policies (e.g., alcohol and drug use, sexual harassment, confidentiality, students with disabilities, Henderson Rules of Public Order, etc.).

[Over]
PREPARE STUDENT FOR TRAVEL

- **Pre-Departure Orientation:** Hold mandatory pre-departure orientation(s) for students covering the following items:
  - **Insurance coverage**
  - **Medical preparedness:** e.g., physical exams and voluntary disclosure of any health conditions or disabilities that will need accommodation during the trip.
  - **Required travel documents:** find out which travel documents are required for the trip (e.g., passport, visa, etc.) and communicate this information with the students.
  - **Vaccinations:** find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines at [http://wwwn.cdc.gov/travel/destinationList.aspx](http://wwwn.cdc.gov/travel/destinationList.aspx) and communicate this information to the students.
  - **Psychological and social preparedness:** e.g., stress, culture shock, etc.
  - **Drug and Alcohol Policy:** [http://www.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf](http://www.cuny.edu/administration/ohrm/cohr/DrugandAlcoholPolicy.pdf)
  - **Food and drink safety:** discuss food/drink safety and other common health concerns.
  - **Personal safety:** e.g., not to walk alone at night, cultural considerations for women, traffic rules, etc.
  - **Behavior:** discuss student behavioral responsibility.
  - **Emergency protocol:** discuss basic emergency protocol and preparedness.
  - **Items students should pack:** e.g., appropriate clothing, required course materials, required medication, passport, visa, money, insurance card, ID card, laptop, converters, etc.
  - **Trip itinerary:** including where and when to meet in the foreign country, living accommodations, class schedule, trip schedule, etc.
  - **Currency:** discuss the type of currency used in the host country, the conversion rate, how to convert or obtain money in the host country, etc.

OTHER CONCERNS

- **Consult** the appropriate campus offices for other topics to address in student preparation for the trip, such as:
  - **Registration**
  - **Financial Aid**
  - **Student Billing and Bursar Matters**

ADDITIONAL RESOURCES

- **CDC Study Abroad Tips:** [http://wwwn.cdc.gov/travel/content/study-abroad.aspx](http://wwwn.cdc.gov/travel/content/study-abroad.aspx)
- **SAFETI for Program Directors:** [http://www.globaled.us/irl/programadmin.html](http://www.globaled.us/irl/programadmin.html)
- **U.S. Department of State – Students Abroad:** [http://studentsabroad.state.gov/](http://studentsabroad.state.gov/)
STUDENT CHECKLIST FOR INTERNATIONAL PROGRAM

SAFETY AND RISK MANAGEMENT: PLAN AHEAD

☐ Required Documents: Obtain your Passport or any required visas as soon as possible. For more information, visit <http://www.travel.state.gov/passport/passport_1738.html> or contact the Program Director.

☐ Verify that the name on the airline ticket matches exactly the name on the passport. Be aware of nicknames, middle initials, married/maiden names, etc.

☐ Travel Warnings: Check out any appropriate Travel Warnings, Consular Information Sheets, and Public Announcements available at <http://www.state.gov>.

☐ Do Your Homework:

☐ Review the weather and local conditions for the duration of time you’re visiting.

☐ Investigate the laws, legal system, political landscape, and culture of the country you're visiting.

☐ Orientation: Attend all mandatory pre-departure orientations headed by the program director.

☐ Financial Information:

☐ Know the credit limits on all your credit cards as well as how to contact those companies while abroad. You should also contact your bank and credit card company to inform them of your travel plans (including location and length of stay), so that your accounts will not be frozen unexpectedly while you are away.

☐ Order foreign currency and/or traveler’s checks. (Try not to carry around excessive amounts of cash).

☐ U.S. Embassy: Know the location and how to contact the closest embassy or consulate of all your destinations by visiting <http://usembassy.state.gov>. You may use the CUNY Emergency Contact Card available at <http://www.cuny.edu/studyabroad> to record this information along with other emergency contact information. (Non-U.S. Citizens should research the embassy and consulate of their countries of nationality.)

☐ Communication:

☐ Find out whether or not your cell phones/wireless mobile devices will work abroad.

☐ Retain contact information for international host institution, program director and U.S. based college campus.

☐ Plan for multiple ways to contact home (e.g., calling card, internationally accessible email address, cell phone, etc.).

☐ Packing:

☐ Pack appropriately (e.g., suitable clothing, toiletries, etc.). For a suggested packing list for students abroad, please visit the U.S. Department of State site <http://studentsabroad.state.gov/content/pdfs/Packlist.pdf> or contact the program director.

☐ Do not bring valuables beyond those you require.

☐ If you are concerned about theft/loss, please consider purchasing Travelers Insurance.

CUNY BEHAVIOR POLICIES


MEDICAL PREPAREDNESS

Physical Exam: Schedule a complete physical examination with your physician.

Prescriptions:
☐ Find out whether your prescriptions are considered illegal narcotics in the country you’re visiting. Get a letter from your doctor listing your medications and explaining why you need them. Carry instructions for treating any allergies or other unique medical conditions you might have.
☐ Bring an adequate supply of any medication you require for the duration of the trip.
☐ Keep all medications in their original containers.

Vaccinations: Find out if it is required or recommended to get any vaccinations, immunizations, shots, or medicines and arrange to obtain those that are required.

Disclosure of Medical History: You may voluntarily disclose any disabilities, problems, or special health issues that may need to be accommodated during the trip to your program director.

Medical Insurance:
☐ Verify that you have valid health and travel insurance that will cover you while abroad.
☐ Coverage areas should include: major medical, evacuation, and repatriation.
☐ Carry your insurance card with you at all times during the trip.

BEFORE YOU LEAVE

Copy Documents: Leave copies of the following documents with someone at home:
☐ Passport identification page
☐ Airline information
☐ Driver’s license
☐ Credit cards
☐ Serial numbers of your traveler’s checks
☐ Your contact information abroad (phone, e-mail, address)
☐ Emergency contact information abroad
☐ Insurance information

Consider scanning important documents and e-mailing them to yourself.

For the Airport:
☐ Make sure your covered luggage tags are labeled with your name, address, and telephone numbers. Also, place your contact information inside each piece of luggage.
☐ Familiarize yourself with the current TSA luggage guidelines for air travel at <http://www.tsa.gov> and find out how much luggage your airline will allow.
☐ Arrange transportation to and from the airport(s).
☐ If you are concerned about trip cancellation, you may consider purchasing Trip Interruption/Cancellation insurance.

ADDITIONAL RESOURCES

U.S. Department of State – Students Abroad: http://studentsabroad.state.gov/
CDC Study Abroad Tips: http://wwwnc.cdc.gov/travel/content/study-abroad.aspx
CUNY EMERGENCY CONTACT CARD TEMPLATE

### Emergency Contact Card

#### CONTACTS ABROAD

<table>
<thead>
<tr>
<th>Student Name</th>
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<tbody>
<tr>
<td>Sponsoring College</td>
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<tr>
<td>Study Abroad Program</td>
<td></td>
</tr>
<tr>
<td>On-Site Address</td>
<td></td>
</tr>
<tr>
<td>On-Site Program Director Name/Phone</td>
<td></td>
</tr>
<tr>
<td>Peer Phone (someone on the trip)</td>
<td></td>
</tr>
<tr>
<td>Emergency/Police (in host country)</td>
<td></td>
</tr>
<tr>
<td>US Embassy/Consulate Phone</td>
<td></td>
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</tbody>
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#### CONTACTS IN U.S.

<table>
<thead>
<tr>
<th>Dialing the U.S.</th>
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<tr>
<td>Host Country’s Exit Code</td>
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### Emergency Contact Card

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