

HOWARD UNIVERSITY

Office of the Provost and
Chief Academic Officer

January 22, 2013

MEMORANDUM

TO: Deans

FROM: Wayne A.I. Frederick, M.D., MBA, F.A.C.S.
Provost and Chief Academic Officer

SUBJECT: Deans' Checklist for International Programs



The challenges of international travel and the increase in international activities available to students and faculty have resulted in the creation of the Global Business Steering Committee ("GBSC") by the Board of Trustees. In order to minimize the risks to faculty, students, and staff attending these programs, under the direction of the GBSC and the Office of the Provost, the Deans are required to assume responsibility for screening and preliminary approval of all international activities, including, but not limited to, travel, research, service, teaching, experiential learning and study abroad activities arising within their respective colleges. In doing so, Deans must institute the following protocols:

1. Designate a staff member to keep all records of international activity, domestic and international, for reporting to the Office of the Provost.
2. All international travelers -- faculty and students -- must sign the Office of the General Counsel's International Travel and Dangerous Activities Event Release Form (the "Release") prior to departure. (A current version of this Release should be obtained with each travel event at: www.ogc.howard.edu/contracts.html.) Care should be taken to obtain the guardian's signature if a participant is under 18 years of age. Each dean's office will keep forms on file for a minimum of three (3) years after a traveler's return or as otherwise may be required by the University's Record Retention and Destruction policy.
3. If travel involves destinations on the U.S. State Department's Travel Advisory List, permission must be obtained in advance from the Provost.
4. A distinction should be made between official, Howard University sponsored travel ("University Travel Event") and travel which occurs as a consequence of an educational or research opportunity made possible by an affiliation agreement between the University and another university or third party (an "Affiliated Event Activity").
 - a. University Travel Event: With a University Travel Event, the participants typically travel together, as a group, accompanied by Howard University approved chaperones. The Howard University approved coordinator for the travel shall provide the applicable dean with a full program description, including educational rationale, assessment plan, an itinerary and a list of travel participants prior to departure. Faculty-led group travel, and any other travel abroad proposals which are to be sponsored by the University, must be approved by Office of the Provost.



- b. **Affiliated Event Activity:** Howard University has approved the third-party travel destination and the service, study or research opportunity at the destination as a higher education activity, but the participant usually arranges travel to the destination directly, and is responsible for such travel (i.e., conferences, meetings, semester study abroad arranged through the Bunche Center).
5. All contracts with travel abroad providers must be approved by the Office of the Provost and are subject to legal review by the Office of the General Counsel (<http://ogc.howard.edu/Contracts.html>) and approval by the Risk, Estate, and Asset Management Office (lawilliams@howard.edu).
6. Deans and faculty involved in international programs must attend a Risk Management workshop organized by a responsible administrative office at Howard or a licensed study abroad provider that has a signed agreement with Howard University (subject to approval by the Office of the Provost). Only those who have completed a workshop should lead programs abroad.
7. The Howard Mandatory Student Injury and Sickness Insurance Plan provides worldwide medical care protection/coverage and includes a \$10,000 accidental death benefit and travel protection through Travel Guard. Further, the plan includes an unlimited evacuation (political and medical) as well as repatriation benefit. Typically the Student Plan will reimburse for medical expenses should a student experience an injury or require medical attention while traveling outside the US. However, in dire or catastrophic circumstances *the student or his/her representative should call Travel Guard first and have them arrange for medical care, evacuation and/or repatriation if outside of the US.* With prompt prior notification, Summit America, the Third Party Claims Administrator (TPA), may pay the overseas provider directly if necessary. Details of the Travel Guard protection appear in the last pages of the student insurance brochure. All students must travel abroad with the Travel Guard flyer and I.D. card. They should also carry with them the medical plan I.D. card included in the Howard brochure.
8. The CIGNA employee insurance and sickness plan provides worldwide medical care protection /coverage. The traveler should carry the CIGNA card and present it to the care provider upon occurrence of an incident. Typically the employee will be reimbursed for medical expenses after filing a claim. However, in dire or catastrophic circumstances, the employee or his/her representative should call the numbers on the CIGNA card for assistance.
9. A compliance statement signed by the applicable Dean shall be forwarded to the Office of the Provost by hard copy, as well as scanned and sent via email, for each international travel program organized by a Howard University unit. Proposals for University Travel Events and Affiliated Events involving international activity must be approved by the Office of the Provost and, by the GBSC, where required under the Global Business Steering Committee Policy, Section III.A.1. Such statements shall be submitted at least sixty (60) days prior to the scheduled event or activity.

The statement must include the following:

- a) Type of travel, destination, duration, and full description of activity (reference # 4 above);
- b) Name/title of program leader; names and ID numbers of all participants; and contact information for the duration of the travel.
- c) Verification that an International Travel and Dangerous Activities Event Release Form (in accordance with # 2, above) for each participant is complete and on file in the unit; the group leader has access to the emergency information for each participant while on travel.

- d) Service provider name and contact information, if applicable;
- e) Indicate whether any agreements/contracts/MOUs related to the program have been approved by the OGC and are still in effect. Provide date of approval and a copy of any applicable agreements; and
- f) Program costs and sources of funding;
- g) Where applicable, name of insurance provider and contact information in the US and while abroad in case of emergency. Verification that each student and group leader has a copy of the student insurance certificate downloaded from the Howard Mandatory Student injury and Sickness insurance. In the case of non-Howard participation, a copy of the insurance provider certificate and contact information must be on file.

In an effort to ensure that the Office of the Provost has a complete record of current and ongoing international activities, it is requested that statements setting forth the above information be provided for all current and ongoing activities that have an anticipated duration beyond February 28, 2013.

If you have any questions regarding the above, please do not hesitate to contact:

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