

SECTION: 5. Student Policies

SUBJECT: Study Away Risk Management

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**Background:** This policy outlines expectations of campus responsible parties, partners, third-party providers, and students in an effort to maximize the benefit of study away for LCSC students during their program while practicing responsible program oversight to ensure the health and safety of participants. This policy applies only to approved LCSC Study away programs, (see policy 5.203).

**Point of Contact:** International Programs Office

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** President's Office, Vice-President for Student Affairs, Vice-President for Administrative Services, Provost's Office, Title IX Administrator, and Campus Security.

**Date of approval by LCSC authority:** June 18, 2018

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** N/A

**Summary of Major Changes incorporated in this revision to the policy:** New policy.

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## 1. Definitions

- A. **Campus Responsible Parties:** The Office of International Programs serves as the primary party responsible for mitigating risk to students who participate in approved study away programs. However, in the case of faculty led study abroad, faculty and academic leadership also share this responsibility.
- B. **Partners:** Partners include educational institutions overseas or in the U.S. with which LCSC has a signed agreement. This can be an exchange partner or other institution that is approved to receive LCSC students.
- C. **Third Party Providers:** LCSC contracts with organizations to facilitate study away to locations that extend beyond approved partner locations. Examples include National Student Exchange (NSE) and International Studies Abroad (ISA).

## 2. Expectations of Campus Responsible Parties:

- A. As the entity charged with oversight and administration of study away programs for LCSC students, the International Programs Office (IPO) shall:
  - (1) Vet potential partner institutions to evaluate and document facilities, services, local conditions and emergency protocols before sending students.

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- (2) Conduct and document periodic assessment of approved partners to monitor any changes in facilities, services, local conditions, and emergency protocols.
  - (3) Restrict student travel to regions and countries that carry a level 4 U.S. Department of State travel advisory, (Do not travel) and consider level 3 travel (Reconsider travel) on a case-by-case basis.
  - (4) Develop and maintain emergency preparedness processes and a crisis response plan that includes a communication plan for students, families, partners, and campus responders.
  - (5) Monitor world events in order to prepare a response to crises that affect students.
  - (6) Ensure that student participants are informed about the site-specific health and safety risks associated with travel.
  - (7) Maintain regular contact with students who are away.
  - (8) Consider health and safety issues when evaluating the appropriateness of an individual's participation in a study abroad program.
  - (9) Require medical insurance that can be used in the host location and that includes emergency evacuation and repatriation.
  - (10) Provide a mandatory pre-departure orientation that includes but is not limited to education for sexual and mental health, cultural attitudes, host destination laws and taboos, and procedures for emergencies, including harassment, rape, assault, natural disaster and political unrest.
  - (11) Provide information for participants regarding the risks of participation and those liabilities that are assumed by the college.
- B. Responsibility for faculty or staff led programs rests first with the individual department and associated supervisory chain with support from IPO. LCSC Faculty or staff who are organizing faculty-led programs (FSA) shall:
- (1) Secure appropriate Dean or Vice-President approval for the trip.
  - (2) Ensure that travelling faculty or staff have a recent criminal background check (one year or less).
  - (3) Consult the International Programs Office during early planning stages.
  - (4) Work with Risk Management to ensure adequate insurance covers all participants.

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- (5) Shall prioritize contracting with LCSC approved third-party providers above new vendors or faculty-planned logistics.
  - (a) Provost approval is required to consider new vendors or faculty-planned logistics.
  - (b) New vendors must provide evidence of reputable services in the country. Evidence may consist of references from other higher education institutions, length of time in operation, and membership in professional associations or governmental registries.
  - (c) Faculty must advise such vendors of LCSC expectations with respect to their role in the health and safety of participants.
- (6) Provide a pre-departure orientation in conjunction with International Programs as cited in item A(10).
- (7) Document their emergency management plan that shall include appropriate on-site staffing in the event of an emergency that requires accompanying a student to the hospital or other situation that requires leaving the group. House the plan in the home department and provide a copy of the emergency management plan to Risk Management. Risk Management will inform all members of the cabinet of staff and faculty who are traveling overseas.

**3. Expectations of partners and third-party providers:**

- A. Third party providers shall comply with LCSC policy 4.131. In addition, partner institutions and third-party providers shall:
  - (1) Provide a thorough arrival orientation that includes:
    - (a) Information about site-specific health and safety risks.
    - (b) How to get a phone.
    - (c) Location of medical facilities.
    - (d) How to use medical insurance.
  - (2) Share with students and LCSC responsible parties their emergency preparedness processes and crisis response plan.

**4. Expectations of students:**

- A. Student participating in LCSC Study Away shall agree to:

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- (1) Understand and abide by the terms of participation, LCSC and host codes of conduct, and emergency procedures of the program.
- (2) Obtain and maintain health insurance that meets Study Away and host institution standards.
- (3) Upon acceptance, inform LCSC Study Away of any physical, mental health, or other personal circumstances that is necessary for planning a safe and healthy experience.
- (4) Obey host country laws.
- (5) Avoid the use of illegal drugs and irresponsible use of alcohol.
- (6) Be aware of local conditions and take reasonable precautions for health and safety.
- (7) Provide family members with emergency contact information and communicate with them periodically as appropriate.
- (8) Inform LCSC Study Away program or faculty leader of any health and safety concerns.
- (9) Follow program guidelines regarding keeping LCSC staff informed regarding whereabouts and wellbeing.
- (10) On a case by case basis, students may be required to obtain a criminal background check at their expense.

**5. Related websites:**

A.

LCSC International Programs Study Away program	<a href="http://www.lcsc.edu/study-away/home/">http://www.lcsc.edu/study-away/home/</a>
ISA Faculty Led Programs	<a href="https://cp.studiesabroad.com/program-models">https://cp.studiesabroad.com/program-models</a>
U.S. Department of State Travel Advisories	<a href="https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html">https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html</a>
Country Specific	<a href="https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html">https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html</a>

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Information	
Traveler's Checklist	<a href="https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html">https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html</a>
U.S. Department of State Smart Traveler Enrollment Program	<a href="https://step.state.gov/step/">https://step.state.gov/step/</a>
Getting Help in an Emergency	<a href="https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html">https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html</a>