RESOLVED, That the Office of Academic Affairs; Office of Environmental, Health, Safety, and Risk Management; and Office of the General Counsel, on behalf of the Board of Trustees, issue International Travel Guidelines for Safety and Risk Management and Domestic Travel Guidelines for Safety and Risk Management for The City University of New York.

EXPLANATION: As part of its educational offerings, The City University of New York fosters opportunities for students to participate in off-campus domestic and international trips and programs that provide valuable learning experiences. The travel guidelines are designed to ensure the safety of CUNY students on CUNY-sponsored domestic or international trips.

The Guidelines provide requirements and procedures for program development and implementation, campus approval, program director responsibilities, expectations for participant behavior, insurance coverage, and communication in the event of an emergency. The Guidelines also include template forms for program proposals, campus notification, participant consent, emergency contact information, and other resources for program directors and participants.

The proposed Domestic Guidelines apply to any academic credit-bearing or non-credit-bearing CUNY-sponsored trip within the 50 states of the United States, with the exception of local trips within the five boroughs of New York City that utilize public transportation only and do not include high-risk activities. The proposed International Guidelines apply to any academic credit-bearing or non-credit-bearing CUNY-sponsored trip outside the 50 states of the United States. Separate procedures apply to students traveling independently for related academic work as set forth in the International Guidelines.

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.