

**TO:** Chief Academic Officers, Vice-Presidents of Student Affairs,  
Legal Designees

**FROM:** Vita Rabinowitz, Executive Vice Chancellor and University Provost  
Allan Dobrin, Executive Vice Chancellor and Chief Operating Officer

**RE:** **The CUNY International Travel Guidelines: Requirements and Responsibilities**

**DATE:** November 6, 2015



---

As the academic year progresses, we want to ensure that the international opportunities available to CUNY students are fully compliant with the *CUNY International Travel Guidelines* (ITG). Please refer to this memo to clarify the requirements and responsibilities to all faculty and staff sponsoring current and future programs. A revision of the ITG is currently underway. To the extent that there are differences between the current ITG and this memo, this memo governs.

1. **Responsibility:** Although immediate responsibility for enforcing the requirements will vary according to type of trip, no trip is authorized without the signature of the College's Chief Academic Officer (CAO) on the cover sheet of the *CUNY International Trip, Travel or Program Proposal*. The CAO should ensure that enforcement procedures are in place for the ITG.
2. **Scope:** All trips abroad under CUNY auspices by CUNY students, and by CUNY staff and faculty leading, supervising, chaperoning, or accompanying such trips, are subject to ITG. Trips under CUNY auspices and accordingly subject to the ITG include individual and group travel, whether for **academic credit** (study abroad) **or not** (student clubs, athletics, internships, research, conferences, etc.), and for trips facilitated by a CUNY college for non-CUNY students (e.g., trips for alumni, high school students, etc.) When traveling with students, staff and faculty are subject to the same requirements as students, in addition to the responsibilities of supervising faculty, staff, and students.
3. **Requirements:** The core requirements for international travel are as follows:
  - (a) obtaining **CISI travel insurance** - all travelers must be covered by CUNY's policy with CISI. The codes for purchasing this policy and assistance with insuring groups can be obtained from the College Study Abroad Office or International Education Liaison.
  - (b) submitting **required forms** (available in the ITG), including:
    - i. the *CUNY International Trip, Travel or Program Proposal Cover Sheet and Proposal*, to be submitted to the CUNY Office of International Education (OIE) ([international.ed@cuny.edu](mailto:international.ed@cuny.edu)) after approval by the Chief Academic Officer, well in advance of departure and before any financial or other commitments are made to a trip,
    - ii. the *CUNY International Travel Notification Form* (to be submitted with the risk management reporting to OIE and retained at the College), and
    - iii. the *CUNY International Travel Participation, Waiver and Emergency Contact Form* (to be collected from all travelers and retained at the College).

(c) submitting the **risk management reporting** (with the *International Travel Notification Form*) to OIE at **least one week before** departure. Anyone involved in planning a trip must refer to <http://www1.cuny.edu/sites/studyabroad/facultystaff/staff-support/> for directions. Risk management reporting replaces the previously required Emergency Contact Sheet; and

(d) providing a general health, safety, and international cultural awareness orientation for all CUNY-sponsored programs for students going abroad, which must address the application of CUNY's Sexual Misconduct Policy while abroad as part of general health and safety training. Such students must also receive a copy of *Understanding Title IX Guidelines When Abroad: A Student Guide*. For more detail on Title IX education requirements, please see memorandum on Education Program Requirements for Students and New Employees Regarding Sexual Misconduct, dated August 13, 2015.

4. Program administration: The standards in the ITG apply to all international trips, whether they are administered by a study abroad office, a department or program, or a club under the auspices of Student Affairs. College Study Abroad Offices must be informed about all trips, and their advice on compliance with the ITG must be sought if they will be administered by another office. Colleges without a study abroad office must refer to the campus International Education Liaison and may also reach out to the University OIE.
5. Individual travel and travel on non-CUNY programs. The Colleges must post links online to information about ITG requirements for individual travel and for travel on non-CUNY programs, to maximize understanding among students, students (<http://www1.cuny.edu/sites/studyabroad/students/before-you-go/>) and staff and faculty (<http://www1.cuny.edu/sites/studyabroad/facultystaff/faculty-and-staff-travel/>).
6. Critical incident management. When a student or students are affected by a health or security emergency, the College must notify CUNY Central by sending a brief summary to [incidentabroad@cuny.edu](mailto:incidentabroad@cuny.edu). Responsibility for managing the emergency remains with the program's sponsor college; however, this method ensures one-stop notification of CUNY offices that should be informed (this will vary by case).

CISI insurance has been of critical importance in situations where the political security situation has changed, and in situations where accident or illness necessitated medical evacuation services. However, no insurance can substitute for effective oversight of proposed travel, especially when destinations are subject to a State Department or CDC Travel Warning. Proposals for travel to countries under a warning must be reviewed and approved by the OIE and the University Office of Environmental, Health, Safety and Risk Management (OEHSRM) before a final decision is made on a program.

Your collaboration will help ensure that the growth in international opportunities for CUNY students, staff and faculty are matched by effective safety protocols.

CC: Senior Vice Chancellor Frederick Schaffer  
Vice Chancellor Frank Sanchez  
University Dean Lucinda Zoe  
University Director Howard Apsan  
CUNY Office of International Education (OIE)  
International Study Abroad Directors

August 13, 2015

**MEMORANDUM**

To: College Presidents

From: Vita Rabinowitz, Executive Vice Chancellor for Academic Affairs and University  
Provost  
Frederick P. Schaffer, General Counsel and Senior Vice Chancellor for Legal Affairs  
Frank Sanchez, Vice Chancellor for Student Affairs  
Gloriana B. Waters, Vice Chancellor for Human Resources Management

Re: Education Program Requirements for Students and New Employees Regarding Sexual Misconduct

---

**I. Introduction**

In light of Governor Cuomo's recently enacted New York State legislation to combat sexual violence on college campuses, this memorandum updates the June 16, 2014 memorandum clarifying the legal requirements for educating students and employees on issues relating to sexual misconduct. As you are aware, CUNY's constituent schools are required to provide comprehensive education and awareness programs for all incoming students and new employees. Pursuant to federal law and the new New York State law, these education and awareness programs must include: (1) the nature of sexual harassment, which includes sexual assault, domestic and dating violence and certain forms of stalking (hereinafter "sexual harassment/assault"); (2) the laws applicable to these offenses; (3) CUNY's policies on sexual harassment/sexual assault, including our prohibition on all forms of sexual misconduct and interpersonal violence, reporting procedures, disciplinary procedures, possible penalties and best practices for preserving evidence; (4) the meaning of consent in the context of sexual harassment/assault; (5) bystander intervention; (6) risk reduction; and (7) the availability of counseling for victims of sexual harassment/assault.

Failure to provide such training could result in the loss of State aid pursuant to the new law, as well as significant fines or the loss of federal funds under federal law. CUNY's Sexual Misconduct Policy and the educational programs that all CUNY schools were required to implement for the 2014-2015 academic year are, in large part, compliant with the new New York State legislation. However, there are important changes that must be implemented for full compliance. Pursuant to the New York State statute, CUNY's constituent schools must require certain groups of students, set forth below, to participate in these programs. CUNY's campuses must begin preparing to implement in the Fall 2015 semester, and fully implement by the Spring 2016 semester, the new state law requirements. In addition, as set forth below, both the federal

and state laws require CUNY's constituent schools to provide ongoing educational and awareness programs for all students.

## II. Statutory Requirements

### A. Students and Employees Who Are Required to Receive Training

Educational programs for new and incoming students (including transfer and graduate students) and new employees on sexual harassment and sexual assault were required to have been implemented beginning in the fall 2014 academic semester, pursuant to the Violence Against Women Reauthorization Act of 2013. Until the passage of the new New York State law, colleges were required only to offer these programs to new and incoming students. Now, however, effective for the Spring 2016 semester, New York State law provides that colleges must **require the following groups to participate in educational programs covering these issues.**

- all new and incoming students (including transfers and graduate students)
- all student leaders and student officers of campus organizations/clubs recognized by the college
- all student athletes participating in intercollegiate competition
- all students who are members of groups identified by the campus as high-risk populations
- new employees (required by federal law)
- all students participating in study abroad programs or other CUNY-sponsored travel, whether domestic or abroad (required by state law)

**The new law further requires that student organizations and clubs may not be recognized by the college until all leaders and officers have received this training, and that similarly, athletes must receive this training before being allowed to participate in intercollegiate competitions.**

### B. Educational Requirements For All Other Students

In addition to the educational programs in which incoming students, leaders of recognized student groups, student-athletes and groups containing at-risk student populations are required to participate, federal and state law further require colleges to **offer to all** students and employees **ongoing** prevention and awareness campaigns. With respect to these ongoing programs, campuses are required to:

- use a variety of educational methods, for example:
  - in-person workshops
  - online seminars
  - panel presentations
  - role-playing opportunities
- where appropriate, offer specific training for certain student groups such as:
  - international students
  - students who are also college employees
  - online or distance education students

### **III. Education Resources**

#### **A. Resources for Students**

At a minimum, each CUNY campus must require the groups of students listed in Section II (A) above<sup>1</sup> to: (1) complete the Haven online training program that has been made available to each campus at a relatively small fee and (2) participate in a presentation, either in person or online, that covers the CUNY-specific information provided in the PowerPoint presentation that CUNY Central has prepared and posted on CUNY's Title IX Website. These programs should also be made available to all students.

Information on the process for obtaining Haven has been previously provided, but if you have further questions, please contact David Jones, Director of Student Conduct and Residence Life, at (646) 664-8800.

CUNY has updated the online PowerPoint in order to ensure compliance with the new New York State legislation. Before using, each college should be sure to add campus-specific information, such as the location and contact information for the Title IX coordinator, public safety, student affairs, mental health services and any other campus-based resources. Campuses are also encouraged to add graphics or other information that will make the presentation more engaging for students. However, before substantively changing or omitting information from the presentation, each campus must consult with an attorney in the Office of the General Counsel. Please feel free to contact Associate General Counsels Rachel Nash at (646) 664 9217 or Dan Simonette at (646) 664-9215. Similarly, if you believe the needs of your campus require any other substantive modification to the minimum requirements set forth above, please contact Rachel Nash or Dan Simonette.

#### **B. Resources for Employees**

As you know, CUNY has prepared a CUNY-specific PowerPoint presentation for employees that was sent to the Human Resources Office of each campus. An updated version has been sent to all HR offices. All new employees should receive training that covers the topics in this presentation. In addition, Haven includes a module for employees that we encourage you to use in conjunction with the PowerPoint presentation.

### **IV. Education Plans and Record Keeping**

#### **A. Education Plans**

To ensure compliance with these laws, all CUNY campuses are required to submit to Dean Jennifer Rubain from CUNY's Office of Recruitment and Diversity, by January 15, 2016 an education plan for the 2015-2017 academic years. This plan, developed by the Title IX Coordinators, Chief Student Affairs Officers, HR Directors, and Public Safety Directors, should cover: (1) the educational programs that will be required for incoming students, responsible and

---

1. Training for students and employees participating in CUNY-sponsored travel off campus and abroad will be addressed in a separate communication.

new employees, student leaders of recognized clubs and organizations, student- athletes, students doing study abroad or other CUNY-sponsored travel, and students who are members of groups identified as at risk populations; (2) the method the college will use to require these groups to participate in the educational programs; (3) the approximate number of people that the college expects will be required to receive training; (4) the time frame for implementing this required participation; (5) the educational programs that will be offered to all other members of the student population and the time frame for making these programs available; and (6) the individuals who will be responsible for implementing the educational programs and conducting any in-person or online training sessions. We will be providing a template for these education plans.

**B. Annual Progress Reports**

In addition, CUNY campuses must continue to maintain records that record the participants in the educational programs, the nature of the educational programs offered, the materials used or distributed, the manner in which the programs are publicized and offered to students, and the venues/forums where they are offered, which may include the internet and other forms of social media. Each campus will be required to submit an annual progress report to Dean Rubain containing this information. We will be providing a template for the annual progress report. The first progress report is due June 30, 2016.

**V. Conclusion**

In alignment with the University's protocol on responding to incidents of sexual harassment/sexual assault, the Title IX Coordinator, Chief Student Affairs Officer, Director of Public Safety and Human Resources Director on each campus need to continue to work together to provide these educational plans and annual progress reports set forth above.

Please feel free to contact Deputy to the Vice Chancellor Paulette Dalpes from CUNY's Office of Student Affairs at (646) 664-8800, or Dean Jennifer Rubain from CUNY's Office of Recruitment and Diversity at (646) 664-3296, or Rachel Nash from CUNY's Office of General Counsel at (646) 664-9217, with any questions.

cc: Chancellor Milliken  
Cabinet  
Chief Academic Officers  
Chief Student Affairs Officers  
Title IX Coordinators  
Legal Designees  
HR Directors  
Labor Designees  
Bill Barry, University Director of Public Safety  
Directors of Public Safety