

North Dakota State University

Policy Manual

SECTION 334.1

INTERNATIONAL TRAVEL FOR STUDENTS

SOURCE: NDSU President

1. **POLICY STATEMENT**- North Dakota State University (NDSU) promotes the health, safety, and security of all students while traveling outside the United States for University-related purposes. The University, in consultation with the program leader or appropriate administrator, reserves the right to cancel any international activity at any time due to health, safety, or other concerns. Any planned or anticipated travel to a country outside of the United States (encompassing all fifty [50] states and the District of Columbia) is subject to review and approval and modifications or cancellations by appropriate administrators and the [Office of International Student and Study Abroad Services](#) (ISSAS).
2. **SCOPE** - This policy applies to student travel outside of the United States for University-related purposes. Examples of such travel, which may include, but is not limited to, academic study; research; internships; service/volunteer; conferences; teaching; and athletic competitions.
 - 2.1 Student travel that falls under this policy may be sponsored by an academic department, university unit, or Congress of Student Organization (CSO) recognized student organization. This policy applies to NDSU-affiliated student travel with or without university funding.
 - 2.2 Questions regarding this policy should be directed to the [Office of International Student and Study Abroad Services](#).

3. DEFINITIONS

- a. An **organized event** is one that is initiated, planned, or arranged by a member of the University's faculty or staff, or by the members of a recognized student organization, and is approved by an appropriate administrator.
- b. A **sponsored event or activity** is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
- c. An **enrolled student** is one who has been admitted to and is attending classes at the University.
- d. An **appropriate administrator**, for the purpose of student travel, is the President, Provost, dean, department chair, or head of an administrative unit, or their delegate.
- e. A **program leader** is the faculty, staff, or student responsible for managing or coordinating all aspects of group student travel in coordination with the Office of International Student and Study Abroad Services.

4. **TRAVEL AUTHORIZATION** - [International travel governed by this policy must be authorized in advance](#). In order for students to obtain travel authorization, they must complete the appropriate application process by the corresponding deadlines. Completion of the required process is based on the type of program outlined below
 - 4.1 **(For Academic Credit)** – Acceptance into an officially recognized exchange, direct, affiliate or faculty-led program or by following the approval process to participate on a non-NDSU program. In these instances, individuals must fully complete the application specific to that program through the Office of International Student and Study Abroad Services [Experiences portal](#). Individuals will also be required to purchase university-approved travel insurance that covers the dates of travel.
 - 4.2 **(Not for Academic Credit)** – Individuals must fully complete the application form specific to the experience through the [Office of International Student and Study Aboard Services Experiences portal](#). For individuals who wish to engage in international travel not organized/posted on the Experiences portal, contact must be made with the Office of International Student and Study Abroad Services, who will work with individuals to review the request and, if appropriate, assist in creation of a unique experience application.
 - 4.3 **(Student Organization Travel)** - Individuals must begin the process by notifying the Office of Student Engagement through completion of the [Student Organizational Travel form on MyNDSU](#). Appropriate staff from both offices will coordinate with individuals to designate steps required to participate in international student organizational travel.
5. **CONDITIONS OF PARTICIPATION, RELEASE FORMS AND EMERGENCY SITUATIONS (FOR ACADEMIC CREDIT)** Students must read and electronically sign the Conditions of Participation agreement. This agreement outlines requirements, expectations, and responsibilities when participating in any NDSU study abroad program. Students may be required to sign other release forms as necessary; students are required to complete a health questionnaire after acceptance into a study abroad program.
 - 5.1 In the event of an emergency, students are required to follow the instructions provided by the Office of International Student and Study Abroad Services including any applicable health insurance provider instructions relevant to the program. Students agree to update the Office of International Student and Study Abroad Services with current and correct contact information, including email address, physical address and phone number.
6. **STUDENT CONDUCT AND REMOVAL FROM PROGRAM** - While traveling internationally, students are bound by policies in NDSU Policy 601: [Rights and Responsibilities: A Code of Student Conduct](#), by the rules of the foreign institutions, and by the laws of the geographical location of the program. NDSU may take disciplinary action against students who violate the Code of Student Conduct while participating in international travel under this policy.
 - 6.1 The program leader is granted reasonable discretion in identifying potential conduct violations. Program leaders have the option of initiating reasonable interim disciplinary actions for alleged misconduct, and the responsibility to notify the appropriate administrator.

- 6.2 If the program leader determines, in consultation with the Vice Provost for Student Affairs and Institutional Equity (or designee), that the student's continued association with the program poses a significant risk of harm to the student or to the health or safety of other program participants, the academic integrity of the program, or the relationship with the foreign institution or other partners or country at risk, the student may be immediately removed from the program. All expenses incurred due to such removal, including any costs associated with program enrollment, are the responsibility of the student.
- 6.3 In the event of removal from the program, the student must vacate the facilities provided by the program and will be withdrawn from all course work associated with the program (if applicable). In the event of removal, the student remains responsible for all costs associated with program enrollment, without recourse to a refund.
- 6.4 Students who have allegedly violated the NDSU Code of Student Conduct will be required to participate in the related NDSU disciplinary process(es), and appropriate sanctions will be assigned if found responsible for violating the NDSU Code of Student Conduct.
7. **NON-COMPLIANCE** - Students who fail to comply with this policy will be subject to disciplinary action under the processes outlined in the NDSU [Code of Student Conduct](#). Faculty and staff who are negligent in complying with this policy may have their right to participate in international travel programs involving students revoked in addition to any other sanctions that may be imposed by NDSU. Appeals of sanctions are defined by applicable NDSU policies.

HISTORY:

New	April 26, 2017
Housekeeping	August 28, 2017
Amended	April 11, 2019
Amended	May 8, 2025