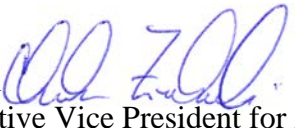
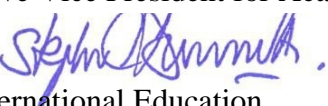




University Provost  
Office of the Provost

**To:** All UB Employees

**From:** Charles F. Zukoski   
Provost and Executive Vice President for Academic Affairs

Stephen C. Dunnett   
Vice Provost for International Education

**Date:** February 5, 2018

**Subject:** New SUNY Policy on International Travel by Students

UB is committed to providing transformational international experiences for our students and preparing them to be responsible global citizens. We encourage students to travel abroad both through credit and non-credit opportunities, and it is important that we protect the health and safety of all participants.

The Office of International Education holds administrative and regulatory authority over credit-bearing international programs for students. In the past, non-credit opportunities for students to travel abroad were not subject to the same degree of regulatory oversight as conventional study abroad programs.

However, a [new SUNY policy](#) requires prior approval for all international travel with students. President Tripathi has delegated to the Office of International Education the authority to approve non-credit international activities that are led and/or sponsored by UB employees and involve students. These wide ranging activities may include overseas conferences, research trips, internships, and service programs, among others. This new review process for non-credit student trips aims to assure due diligence with respect to health, safety and liability and to enable better tracking for institutional reporting purposes. The procedure and authorization form are available on the Study Abroad [website](#).

Creating international opportunities for students requires a strong partnership between International Education and participating academic units. [Dr. Trevor Poag](#), Director of Global Learning Opportunities in the Office of International Education, should be contacted promptly when international travel with students is planned. Dr. Poag works with units across campus to assess global learning needs, provide guidance on the range of international program models, and work with faculty to develop and implement new study abroad programs.

The Office of International Education stands ready to work with departments and faculty to develop education abroad opportunities in their disciplines, and is launching a new effort to partner with units across campus to provide enhanced support for the development of best-practice education abroad programs that align with campus-based curricula, unit priorities, and student interests. This effort will enable UB to continue moving education abroad to the center of student learning and thus affording more students this life-changing experience.

Please contact Dr. Poag with any questions at [trevorpo@buffalo.edu](mailto:trevorpo@buffalo.edu) or 645-2174.