

## **LINCOLN MEMORIAL UNIVERSITY ("LMU") STUDENT INTERNATIONAL STUDY AND TRAVEL GUIDELINES**

Lincoln Memorial University strives to cultivate vibrant and efficient international study and travel opportunities for its students. Accordingly, compliant and careful management of international study and travel is imperative. This policy outlines the applicable policies, procedures, and standards of care for any student in any LMU program seeking to study and travel abroad—and supplements college or school-specific policies and procedures. Questions regarding international study and travel for LMU students should be directed to the Office of the Assistant Vice President for Academic and Student Support Services at [blaze.bowers@lmunet.edu](mailto:blaze.bowers@lmunet.edu) or (423) 869-6341.

### **I. DEFINITIONS**

#### **Student**

Any person enrolled in any undergraduate, graduate, and/or professional program at Lincoln Memorial University—including but not limited to the DeBusk College of Osteopathic Medicine (DCOM), the Gillespie College of Veterinary Medicine (CVM), the Duncan School of Law (DSOL), the College of Dental Medicine (CDM), and the School of Medical Sciences (SMS).

#### **International Travel**

International travel is travel outside the United States or its territories (e.g., Puerto Rico, Guam, American Samoa, Northern Mariana Islands, or the U.S. Virgin Islands).

#### **International Study**

International study is travel to any location as defined under "international travel" but for the purpose of LMU credit-bearing study.

### **II. SCOPE & APPLICABILITY**

This policy applies to all LMU students, as defined above, who wish to or will travel or study abroad in the course of their LMU program(s). All students must comply with this policy before embarking on international study and travel. Students are not approved for international study and travel until all steps set forth in this policy are completed—subject to necessary approvals.

This policy does not apply to J. Frank White Academy (JFWA) and its students. JFWA international study and travel are covered by a separate policy.

Students seeking international study and travel opportunities through external consortia (e.g., CCSA, KIIS, etc.) must comply with this policy in addition to consortia and/or organizational approval processes.

LMU students under the age of eighteen (18) are NOT eligible for international study and travel. LMU reserves the right to restrict and/or prohibit LMU-related travel to any location for any purpose at any time.

Students studying and traveling internationally are subject to the Railsplitter Community Standards Guide; school and college-specific codes of conduct; applicable laws, regulations, and rules of the United States and the location traveled to; and all LMU policies.<sup>1</sup>

International travel that includes volunteer work, mission trips, or leisure that is not sponsored or sanctioned by LMU is outside the scope of this policy.

### **III. APPLICABLE PROCEDURES**

All students seeking to study and travel abroad in the course of their LMU program(s) must complete the following steps at least thirty (30) business days before such travel and study in addition to those requirements of their respective school or college:

- **Step 1:** Complete the *International Study and Travel Application Form* online Webform (see Appendix A).
- **Step 2:** Have a supervising faculty or staff member complete the *International Study and Travel Institutional Approval Form* (see Appendix B) and include a copy of the Step 1 *International Study and Travel Application Form* for review via the online Webform.
- **Step 3:** Register travel and study with LMU using the Via TRM software. You will receive access to Via TRM upon completion of Steps 1-3.
- **Step 4:** Complete those requirements set forth by the school or college you are enrolled in.

Students approved for international study and travel— along with their supervising faculty and/or staff member—will be notified via LMU email.

Note: if the international travel and study requested are unaffiliated with LMU and/or facilitated exclusively by an independent 3rd-party but attended by LMU employees and students, students must complete LMU's *Trip Acknowledgement and Release Form*, which will be provided upon request to the Assistant Vice President.

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<sup>1</sup> Title IX of the Education Amendments of 1972 ("Title IX") does not apply beyond the United States. Accordingly, LMU's *Sexual Harassment & Title IX Policy*, as enforced by the Office of Institutional Compliance, does not apply to students, staff, and/or faculty traveling beyond the United States and its territories while abroad. Note: conduct that would normally fall under LMU's Office of Institutional Compliance's Title IX policy is still subject to the Railsplitter Community Standards Guide; the LMU Employee Handbook; the Equal Opportunity, Affirmative Action, and Nondiscrimination Policy; and/or other LMU policies and applicable laws and regulations.

**IV. ENFORCEMENT & ACCOUNTABILITY**

Travel and study conducted without compliance with this policy are not permitted. Travel and study in violation of this policy will be subject to but not limited to enforcement by the Office of Community Standards, the Division of Academic Affairs, school and college-specific conduct processes, any applicable fines, and/or other enforcement as appropriate under any LMU office.

Questions relating to this policy should be directed to the Assistant Vice President for Academic and Student Support Services at [blaze.bowers@lmunet.edu](mailto:blaze.bowers@lmunet.edu).

**APPENDIX A**  
**INTERNATIONAL STUDY AND TRAVEL APPLICATION FORM**

**PART I: STUDENT & TRAVEL INFORMATION**

**Instructions: Please complete all parts of this application regarding your travel and study abroad request via a Formstack at the following link: \_\_\_\_\_ (TBD)**

Student Last Name:

Student First Name:

Student Preferred Name (if different than above):

Student ID Number:

Student LMU Email:

Student Birthdate:

Student Home Address:

Student Campus Address (Building and Room Number) if applicable:

Year of Enrollment (e.g., freshman, senior, DCOM third-year student, CVM  
clinical-year student, other):

Program Enrolled In (e.g., medicine, law, criminology, business, etc.):

Supervising/Sponsoring Faculty and/or Staff First Name:

Supervising/Sponsoring Faculty and/or Staff Last Name:

Supervising/Sponsoring Faculty and/or Staff LMU Email:

Country(ies) and city(ies) you plan to study and travel abroad in (e.g., Madrid, Spain; Rio de  
Janeiro, Brazil; Beijing, China; etc.):

Any organization(s), school(s), or institution(s) that will co-sponsor and/or facilitate your study  
or travel abroad:

The academic term(s) you wish to study and travel abroad during (e.g., fall 2023, summer 2024, etc.):

Dates you plan to study or travel internationally:

\*Explain the purpose and/or reason for seeking approval to study or travel abroad as part of your LMU program:

\*Is your travel and/or study abroad credit-bearing? If so, how many credits are you seeking and through what academic department and school/college:

**PART II. POLICY ACKNOWLEDGEMENTS**

**Instructions: Please read each statement below and initial to indicate your understanding of the expectations of Lincoln Memorial University.**

\*I understand it is my responsibility to have a valid Passport and/or other required documentation under the United States Department of State, other foreign agencies, and LMU policy for international study and travel.

\*I understand, while abroad, I am subject to all applicable laws, regulations, and rules of the United States of America; the foreign state I am traveling to; all LMU policies; and other effective laws, regulations, policies, and rules set forth by international entities, host institutions, and other prevailing jurisdictions and organizations.

\*I understand I must complete the International Study and Travel Institutional Approval Form in conjunction with this form to be considered for international study and travel.

\*I understand I am fully responsible for applicable financial obligations related to my international study and travel—and depending on timelines, deadlines, and other dates—may be liable for but not limited to financial loss due to withdrawal, illness, sickness, travel complications, etc.

\*I understand I am responsible for securing appropriate and/or required insurance coverage related to any facet of international study and travel.

\*I understand the Office of Institutional Compliance's Title IX Policy—as well as Title IX of the Education Amendments of 1972 and relevant regulations—does not apply to conduct outside of the United States and other laws, regulations, and/or LMU policies may apply.

\*I understand my international travel and study are not credit-bearing until formal confirmation is received from my program faculty and/or the Division of Academic Affairs.

\*I understand I assume the risks, known and unknown, affiliated with international study and travel.

\*I understand that I have voluntarily and freely elected to participate in this travel and that I am not required to do so. I understand that participation in this travel involves risks that LMU cannot eliminate. I also understand I am required to receive all necessary vaccinations as required by the U.S. Department of State and/or the host country. I further agree to follow all required infection prevention practices set forth by the U.S. Department of State and/or the host country.

\*I am eighteen (18) years or older.

\*I acknowledge that I assume and accept any and all risk incurred via my participation in international travel sponsored or sanctioned by LMU.

\*I acknowledge that LMU does not provide travelers' health, accident, or travel insurance. In addition, I understand LMU is not responsible for reimbursement because of travel cancellation, delays, or denial of entry due to illness or travel restrictions, and I understand that I am financially responsible for any medical bills incurred as a result of my participation in international travel sponsored or sanctioned by LMU. I further acknowledge that risks could result in delays, illness, long-term/permanent health impairment, or death, and I understand the health and safety risks that may be unique to the location of travel. I further understand that I have a continuing obligation to remain informed about health and safety risks for the duration of travel.

\*I acknowledge that I have consulted with a medical doctor regarding my medical needs and acknowledge that no health-related reasons or problems preclude or restrict me from participating in international travel. I recognize that if I require medical care during my participation during travel as a result of any illness or disease, LMU is not responsible for the cost or quality of such care.

**\*I acknowledge that I have carefully read this agreement and fully understand its contents. I acknowledge that I am voluntarily executing this agreement of my own free will. I understand that my consent will remain in effect for the duration of my LMU- sponsored/sanctioned international travel.**

If you have any questions, please contact the Assistant Vice President for Academic and Student Support Services at [blaze.bowers@lmunet.edu](mailto:blaze.bowers@lmunet.edu).

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Student Applicant Signature

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Date

**APPENDIX B**  
**INTERNATIONAL STUDY AND TRAVEL**  
**INSTITUTIONAL APPROVAL FORM**

**Instructions:** A supervising faculty and/or staff member—responsible for the supervision and/or approval of a student's international study and travel—must complete this form and submit it for necessary approvals<sup>1</sup> by LMU officials.<sup>2</sup> Include the completed Application Form with this Form.

LMU student, \_\_\_\_\_ (Student ID: \_\_\_\_\_), seeks approval for an international study and travel opportunity. See the attached completed *International Study and Travel Application Form* for more details.

\_\_\_\_\_  
Supervising Faculty and/or Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Chair/Other Designated Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of School/College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Vice President,  
Academic Affairs\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Risk Management Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Vice President,  
Academic and Student Support Services

\_\_\_\_\_  
Date

<sup>1</sup> By signing this form, you acknowledge you approve of this international study and travel arrangement.

<sup>2</sup> This form will be processed via a Webform available on the LMU International Programs webpage.

\*Required for Undergraduate Students only.



Upon receipt of this completed form, the Assistant Vice President for Academic and Student Support Services will send an email notification to the student and supervising faculty and/or staff member. Contact the Office of the Assistant Vice President at [blaze.bowers@lmunet.edu](mailto:blaze.bowers@lmunet.edu) or (423) 869-6341.

