

PROCEDURE

Effective Date: March 2, 2018

Approved By: Provost, Vice President for Academic Affairs

Authority: POL-U2105.01

See Also: [FRM-U2105.01A](#)

Requesting Exception to Official Travel Warnings

PRO-U2105.01A REQUESTING EXCEPTION TO OFFICIAL TRAVEL ADVISORIES

The University's policy titled [POL-U2105.01](#) Traveling Abroad for Education Experiences requires Travel Leaders (defined in the policy) and students to comply with 1) U.S. State Department Travel Warnings and Travel Alerts and 2) Centers for Disease Control (CDC) Travel Health Warnings. However, Travel Leaders may request an exception to this provision from the Provost (or an appropriate Vice President) based on program needs. Student(s) traveling independently may propose an exception to their Travel Leader for the Travel Leader's handling under this procedure.

Action by:

Student (see note*)

Action:

1. A student who is doing independent study abroad, including internships, may **propose** an exception to the student's Travel Leader. However, Travel Leader must agree to endorse the request and complete this procedure starting with action item 2. If not endorsed, Travel Leader advises student accordingly and procedure ends here.

*NOTE: Action item 1 only applies to students who are doing independent study abroad, including internships. Otherwise, start at action item 2.

Travel Leader

2. **Researches** and evaluates the specific risks outlined in official travel warnings, **develops** plans to mitigate those risks, **completes** the Requesting Exception to Official Travel Warnings form and **attaches** supporting documentation.

Action by:Action:

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|------------------------------|---|
| Chair, Director and/or Dean | <p>3. Follows normal departmental and/or college leadership reporting procedures and submits the request form packet to Chair, Director and/or Dean, as appropriate, for consideration.</p> <p>4. Decides whether to endorse, return or not endorse the request.</p> <p style="padding-left: 20px;">a. If request is endorsed, Chair, Director and/or Dean signs request form and returns to Travel Leader.</p> <p style="padding-left: 20px;">b. If request needs additional detail, returns unsigned request form to Travel Leader with instructions.</p> <p style="padding-left: 20px;">c. If request is not endorsed, returns unsigned request form to Travel Leader with explanation and procedure ends here.</p> |
| Travel Leader | <p>5. Forwards endorsed, signed request form packet to Director of Education Abroad.</p> |
| Director of Education Abroad | <p>6. Convenes meeting with Exec. Director of Institute for Global Learning, Risk Manager and other University administrators, as appropriate, to evaluate the request (Evaluation Team).</p> <p>NOTE: On a case-by-case basis, other University administrators are invited to evaluate a request because of their position or professional expertise. For example, Medical Director of the Student Health Center may be asked to evaluate a request for exception to Centers for Disease Control (CDC) Travel Health Warnings.</p> |
| Evaluation Team | <p>7. Decides whether to endorse, return, or not endorse the request.</p> <p style="padding-left: 20px;">a. If request is endorsed, Exec. Director of Institute for Global Learning, Director of Education Abroad and Risk Manager sign request form.</p> <p style="padding-left: 20px;">b. If request needs additional detail, Director of Education Abroad returns unsigned request form to Travel Leader with instructions.</p> |

Action by:Action:

- c. If request is **not endorsed**, Director of Education Abroad returns unsigned request form to Travel Leader with explanation.

Exec. Director of Institute for
Global Learning

- 8. **Forwards** endorsed, signed request form to Provost (or appropriate Vice President); or
- 9. **Advises** Provost (or appropriate Vice President) of request that was not endorsed by Evaluation Team.

Provost (or
Appropriate Vice President)

- 10. **Reviews** endorsed, signed request form and decides whether to approve, return, or deny the request.
 - a. If request is **approved**, Provost (or Appropriate Vice President) **signs** request form and returns to Exec. Director of Institute for Global Learning.
 - b. If request needs additional detail, **returns** unsigned request form to Exec. Director of Institute for Global Learning with instructions.
 - c. If request is **denied**, returns unsigned request form to Exec. Director of Center for Institute for Global Learning with explanation.

NOTE: Provost (or Appropriate Vice President) may delegate approval authority in writing to the Evaluation Team for requests that may present a “lower risk” as determined by the team. Thus, Exec. Director of Institute for Global Learning signs request form on behalf of the Provost or Vice President and action item 10 is omitted.

Exec. Director of Institute for
Global Learning

- 11. **Forwards** endorsed, signed request or **advises** outcome to Director of Education Abroad

Director of Education Abroad

- 12. **Forwards** copy of endorsed, signed request or **advises** outcome to Travel Leader.

Action by:Action:

Travel Leader

13. If desired, Travel Leader may **appeal** a decision one time, which begins the procedure again at action item 2.

Director of Education Abroad

14. **Forwards** copy of endorsed, signed appealed request or **advises** appeal outcome to Travel Leader.

Director of Education Abroad

15. **Maintains** copies of exception requests in departmental office files.