REQUESTING EXCEPTION TO CONSULTATION

The form is used in conjunction with University policy titled POL-U2105.01 TRAVELING OUTSIDE THE UNITED STATES and procedure PRO-U2105.01A REQUESTING EXCEPTION TO CONSULTATION. Both are available online at the University policies and Procedures website and should be reviewed before using this form. This form is completed by the Travel Leader (defined in policy mentioned above).

Travel Leader

Name________________________________________________________ Department ________________________

Course Number___________________ Course Title_____________________________________________________

Please check one:

☐ Student(s) studying abroad with Travel Leader
☐ Student(s) independently studying abroad, including internships, and being advised by Travel Leader on campus

International Programs & Exchanges (IPE) Consultation

The above mentioned University policy requires that in preparation for international travel, travel leaders and student(s) consult with the Director of WWU’s International Programs & Exchanges (IPE) regarding:

a) Safety, cultural or other information for the specific countries in which the traveler plans to study or visit,

b) Contingency plans for response to an emergency or crisis abroad,

c) University documentation and forms, and

d) General guidelines for safe international travel.

Request for Exception

Travel leaders may request an exception from the Director of IPE to the policy requirement described above for study abroad programs, international internships or independent study abroad that already have similar preparation. To request an exception, the Travel Leader verifies the following by checking the boxes:

☐ The study abroad program, international internship or independent study abroad includes ALL preparation described above;

☐ Attached are copies of relevant program materials detailing the preparation; and

☐ Travel Leader understands the remaining provisions of the above mentioned University policy still apply.

Your signature endorses this request for an exception. If left unsigned, request is not endorsed by you.

_____________________________  ____________      _______________________________    _____________
Signature of Travel Leader    Date       Signature of Chair or Director         Date

______________________________ ____________
Signature of Dean    Date

An endorsement from each party above is suggested before approval of the exception.

______________________________ _____________
Signature of Director, IPE    Date

Exception is:  ☐ Approved    ☐ Denied

______________________________ _____________
Signature of Exec. Director, CIS    Date