PROCEDURE

Effective Date: June 1, 2012
Approved By: Provost, Vice President for Academic Affairs

See Also: POL-U2105.01 Traveling Outside the United States
FORM-U2105.01A Requesting Exception to Official Travel Warnings

PRO-U2105.01B REQUESTING EXCEPTION TO OFFICIAL TRAVEL WARNINGS

The University's policy titled POL-U2105.01 TRAVELING OUTSIDE THE UNITED STATES 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:**

**Action:**

Student (see note*)

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.

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.
**PROCEDURE**

**Action by:** Chair, Director and/or Dean

**Action:**

4. Decides whether to endorse, return or not endorse the request.
   a. If request is **endorsed**, Chair, Director and/or Dean signs request form and returns to Travel Leader.
   b. If request needs additional detail, **returns** unsigned request form to Travel Leader with instructions.
   c. If request is **not endorsed**, returns unsigned request form to Travel Leader with explanation and procedure ends here.

**Action by:** Travel Leader

5. **Forwards** endorsed, signed request form packet to Director of Education Abroad.

**Action by:** Director of Education Abroad

6. **Convenes** meeting with Exec. Director of Institute for Global Engagement, Risk Manager and other University administrators, as appropriate, to **evaluate** the request (Evaluation Team).

   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.

**Action by:** Evaluation Team

7. **Decides** whether to endorse, return, or not endorse the request.
   a. If request is **endorsed**, Exec. Director of Institute for Global Engagement, Director of Education Abroad and Risk Manager **sign** request form.
PROCEDURE

**Action by:** Action:

b. If request needs additional detail, Director of Education Abroad **returns** unsigned request form to Travel Leader with instructions.

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 Engagement

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 Engagement.

b. If request needs additional detail, **returns** unsigned request form to Exec. Director of Institute for Global Engagement with instructions.

c. If request is **denied**, returns unsigned request form to Exec. Director of Center for Institute for Global Engagement 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 Engagement signs request form on behalf of the Provost or Vice President and action item 10 is omitted.
<table>
<thead>
<tr>
<th>Action by:</th>
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<tbody>
<tr>
<td>Exec. Director of Institute for Global Engagement</td>
<td>11. <strong>Forwards</strong> endorsed, signed request or <strong>advises</strong> outcome to Director of Education Abroad</td>
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<td>Director of Education Abroad</td>
<td>12. <strong>Forwards</strong> copy of endorsed, signed request or <strong>advises</strong> outcome to Travel Leader.</td>
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<tr>
<td>Travel Leader</td>
<td>13. If desired, Travel Leader may <strong>appeal</strong> a decision one time, which begins the procedure again at action item 2.</td>
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<tr>
<td>Director of Education Abroad</td>
<td>14. <strong>Forwards</strong> copy of endorsed, signed appealed request or <strong>advises</strong> appeal outcome to Travel Leader.</td>
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<tr>
<td>Director of Education Abroad</td>
<td>15. <strong>Maintains</strong> copies of exception requests in departmental office files.</td>
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