



## International Programs Office

Occidental College  
1600 Campus Road - F16  
Los Angeles, CA 90041-3314

Telephone 323.259.2533

Fax 323.341.4976

Email [ipo@oxy.edu](mailto:ipo@oxy.edu)

<http://oxy.edu/ipo.xml>

### Student Travel Policy – International Destinations

Occidental College supports international travel as an integral part of the mission. International educational experiences can provide invaluable learning and should be available to our students. However, the College recognizes that all travel involves risks which may or may not be present in the United States and therefore employs the following international travel policies.

The policy applies to students for whom their participation in the international travel derives in any way from their status at the College (membership in a club or team, funding, referral by a faculty or staff member, credit, sponsored programming, use of College resources such as email, classrooms, etc.). It does not apply to employees.

A faculty member or relevant College administrator coordinating student travel outside the U.S. as part of an academic course or program or College sponsored co-curricular experience must work with the Dean and International Programs Executive Director to ensure that conditions at the host site are conducive to maintaining the health and safety of participants and to achieving the academic or student development goals of the program. In accordance with the *Statement of Location Safety and Risk Avoidance*, the host site and other sites visited must be free from extremely unhealthful conditions, crime, political instability, or other conditions which pose unusual or significant risks to students. Programs shall be designed to address known risks and not to include activities that contribute to individual or institutional risk.

The College will not approve or may rescind prior approval of travel involving students to countries where:

- Current health and safety conditions pose unusual or significant risks to students,
- The U.S. Department of State Bureau of Consular Affairs has issued a **Travel Warning, or**
- The World Health Organization or U.S. Centers for Disease Control have issued a **Travel Advisory, or**
- The Department of Treasury Office of Foreign Assets Control has imposed **Travel Restrictions.**

Exceptions require written approval by the Dean or relevant Vice President. See Process.

The faculty member, dean or relevant College administrator must ensure that all required documents and procedures for student travel have been completed prior to the trip. These include, but may not be limited to:

- appropriate waiver and liability release forms are signed by each student and returned to the relevant College office;

- any other documents required by the International Programs Office as posted on the IPO website or Dean's Office website.

### Process for Request for Policy Exception

The College considers the health and safety of participants a priority. Exceptions to the College's International Travel Policy will be rigorously evaluated by the Executive Director of International Programs, College Legal Counsel and the Dean or appropriate Vice President. If appropriate or necessary, they will appoint a review committee to evaluate the request.

Requests for exceptions must be received in writing at the time of program proposal and no later than two (2) months prior to departure and prior to any fund-raising, recruiting, or marketing of any kind.

Requests shall include, at least:

- a letter of endorsement by the appropriate department chair or administrative executive verifying the essential importance and educational impact of the travel to the academic or administrative unit (not just to the individuals involved);
- detailed itinerary and map indicating locations of all activities;
- documentation of in-country conditions or program design elements that address risks described in the travel warning;
- letters from in-country hosts/partners verifying that they understand College concerns and are addressing them;
- any other materials as needed to demonstrate that reasonable care has been taken for the health and safety of the travel participants.

The ad-hoc review committee of College officials representing appropriate constituencies may consider the appeal. The team will evaluate the documents presented and collaborate with College executives in determining whether to grant an exception. The burden of demonstrating that an exception should be granted lies with the appellant requesting the exception.

Requests for exception will generally not be considered for non-academic programming.