

International Programs

Office of the Dean/Vice President for Academic Affairs

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 that may or may be not 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 that 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.

For all student travel, 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.

The College prohibits travel and 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 assigned a **Travel Advisory** level, and **Risk Indicator(s)**ⁱ, that reflect potentially significant risks to students; see "Required Process," below; **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**.

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

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 advisory;
- 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 requested exception. 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 individual requesting the exception.

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

Adopted:	August 2012 by Dean Jorge Gonzalez & Executive Officers
Updated:	May 2017 by International Programs Committee
Amended:	January 9, 2018 by Dean Wendy Sternberg & Executive Officers
Updated:	September 4, 2018 by International Programs Committee

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United States Department of State Travel Advisory Levels (travel.state.gov > travel advisories)



Required Processes – Student Travel Policy - International Destinations – The College reserves the right to change these processes at any time due to State Department Advisories and/or the conditions at the host site. **The College expressly prohibits travel to level 3 or level 4 locations.**

Department of State Travel Advisory Level	Occidental College Requirements
<p>Country overall 1 or 2 with <u>limited</u> regional 3 or 4 or narrative equivalents</p> <p style="color: red; text-align: center;">The College expressly prohibits travel to level 3 or level 4 locations.</p>	<p>Each student completes the standard education and agreement process in the IPO Travel Advisory Questionnaire. Each student agrees to follow the directions in the advisory such as “do not travel” or “reconsider travel” to certain internal locations to which the College expressly prohibits travel.</p>
<p>Country overall 1 or 2 with <u>multiple</u> internal 3s and 4s or narrative equivalents.</p> <p style="color: red; text-align: center;">The College expressly prohibits travel to level 3 or level 4 locations.</p> <p>Country 3 or program/placement location internal 3</p>	<p>A student may request an <i>exception to policy</i> following standard process and timing. If approved, the student completes the standard education and agreement process in the IPO Travel Advisory Questionnaire. The student agrees to follow the directions in the advisory such as “do not travel” or “reconsider travel” to certain locations and the student and parent sign an <u>additional</u> waiver and release.</p>
<p>Country 4 or program/placement 4</p>	<p>The College expressly prohibits travel.</p>

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