

## **Purpose**

The goal of this policy is to assist College of St. Benedict/St. John's University (CSB/SJU) students, faculty, and staff to make well-informed international travel decisions and to improve the safety and quality of sponsored international activities.

## **Policy Statement**

This policy applies to all CSB/SJU students, faculty, and staff traveling on CSB/SJU sponsored international activities that involve CSB/SJU students. This policy aligns with the new U.S. Department of State (U.S. DOS) [Travel Advisories](#) system that was announced in January 2018. The International Travel Risk Assessment Committee (ITRAC) administers this policy. ITRAC includes the Provost, CSB/SJU Vice Presidents of Student Development, CSB/SJU Controllers, and the Director of the Center for Global Education.

This policy only applies to CSB/SJU faculty and staff if they are traveling with CSB/SJU students.

## **Definitions**

### *Faculty and Staff*

Any person currently employed by CSB/SJU in any capacity, including full, part-time, and temporary employees.

### *Level 1 country (Exercise normal precautions)*

A country determined by U.S. DOS to be at the lowest advisory level for safety and security risk.

### *Level 2 country (Exercise increased precautions)*

A country determined by U.S. DOS to pose heightened risks for safety and security.

### *Level 3 country (Reconsider travel)*

A country determined by U.S. DOS to pose serious risks for safety and security.

### *Level 4 country (Do not travel)*

A country determined by U.S. DOS to be at the highest advisory level due to greater likelihood of life-threatening risks.

### *Sponsored International Activities*

This applies to any international activity funded, endorsed, organized, or implemented by CSB/SJU faculty, students, staff, or administration involving CSB/SJU students. These activities include, but are not limited to study abroad programs; internships; campus ministry trips; field studies; service learning; research; athletic competitions; art performances or exhibitions; conferences; volunteer or experiential learning.

CSB/SJU faculty and staff international travel that does not involve students is not considered to be a sponsored international activity as defined by this policy.

### *CSB/SJU Student*

Any student currently enrolled in a degree program at CSB/SJU. A student who has recently graduated may also participate in a sponsored international activity so long as the travel occurs within four months of their graduation date.

## **Travel Procedures**

### ***Travel Permission Request*** (4-6 months before travel)

#### 1. [Travel Permission Request](#)

All CSB/SJU students participating in a sponsored international activity are required to submit an international travel request to the Center for Global Education.

- a. The travel permission request requires basic preliminary information:
  - i. Country(ies) to be visited
  - ii. Reason for travel
  - iii. Proposed funding source
  - iv. Faculty/Staff advisor
- b. In the case of a group activity (e.g. a student club, athletic or performance team), only one representative needs to submit a travel request.
- c. The Center for Global Education will complete the travel permission request process for all students on CSB/SJU semester, short-term, or CGE internship programs.

#### 2. Travel Approval

International travel requests to Level 1 and Level 2 countries will generally be approved within one week. Applicants will receive an approval e-mail from the Center for Global Education that will allow the student or student group to move forward with their international travel planning.

- a. Travel requests to Level 3 countries require additional review and approval by ITRAC.
- b. Undergraduate travel to Level 4 countries is prohibited.

### ***Travel Exception for Level 3 Countries*** (6-9 months before travel)

ITRAC supports and encourages sponsored international travel to Level 1 and Level 2 countries. However, ITRAC will consider an exception request where academic, experiential, or service outcomes can only be accomplished by traveling to a Level 3 country. Final approval decisions are made by the CSB/SJU Presidents after review and recommendations by ITRAC.

#### 1. Travel Exception Request

A representative of the student group must submit a travel exception request to the CGE Director. The Director will bring the travel exception request to ITRAC for review.

2. Travel Exception Criteria

The request must be strongly linked to relevant and meaningful academic or experiential goals related to the specific country. Foreseeable health and safety concerns raised in the request must be adequately addressed. ITRAC will only recommend approval of requests that meet this criteria.

3. Travel Exception Approval

After reviewing the travel exception request, ITRAC may choose to recommend the program and send to the CSB/SJU Presidents for final approval.

- a. The CSB/SJU Presidents may decide to approve the travel exception request.
- b. If approved, the CGE Director will send written confirmation of approval to the applicant.
- c. Approval of a travel exception request is one-time only, and must be re-submitted every year.

4. Travel Exception Denial

After reviewing the travel exception request, ITRAC may decide to deny the request. In cases of a denied request, the CGE Director will e-mail the applicant with ITRAC's decision and rationale for their decision.

***Program Travel Details*** (2-3 months before travel)

All CSB/SJU students participating in a sponsored international activity are required to submit specific program details to the Center for Global Education prior to departure. These program details include:

1. Specific travel dates
2. Individual or Group Flight information
3. Lodging information
4. Verification of funds
5. Faculty/Staff emergency contact information
6. Roster of program participants

In the case of a group activity (e.g. a student club, athletic or performance team), only one representative needs to submit the specific travel details. The Center for Global Education will complete this process for all students on CSB/SJU semester, short-term, or CGE internship programs.

***International Travel Registration*** (1-3 months before travel)

The International Travel Registration is a confidential database for maintaining essential travel information for all students traveling internationally for CSB/SJU-affiliated purposes. The International Travel Registration enables CSB/SJU to provide information, resources, and guidance to travelers in advance of their trips to maximize their safety and health while abroad. In addition, the Registration allows the CGE to initiate CSB/SJU's emergency response protocols and communications strategies (e.g., alerts, warnings, evacuation notices) in the event

of a crisis or critical incident abroad. CGE is responsible for the administration and oversight of the International Travel Registration.

**All** students, faculty, and staff on CSB/SJU sponsored undergraduate international activities must register their travel and provide all supporting documentation no later than one month prior to their expected departure date.

1. International Travel Registration requires submission of the following:
  - a. Emergency Contact Information
  - b. Flight itinerary and travel plans
  - c. Health information
  - d. Completed Short-Term, Off-Campus Program Waiver and Release Form
  - e. Completion of online health & safety orientation
  
2. CGE will use the information in the international travel registration to:
  - a. Acquire [CISI health and travel insurance](#) for each registrant
  - b. Register each student in the U.S. DOS [Smart Traveler Enrollment Program \(STEP\)](#)
  - c. Provide the faculty/staff program director with student emergency contact and health information (this confidential information is only shared with faculty/staff program director)

### ***Revocation of Travel Permission***

ITRAC reserves the right to withdraw approval at any time should conditions presented in a request for approval change materially.

### **International Health and Travel Insurance**

All CSB/SJU students, faculty, and staff on CSB/SJU sponsored international activities are required to have [CISI health and travel insurance](#). This policy is administered by CGE through the international travel registration process. CSB/SJU will only cover CSB/SJU students, faculty, and staff under the CISI policy. Other travelers on CSB/SJU sponsored international activities (e.g., students' parents, children of faculty/staff) are responsible for their individual international health and travel insurance.

### **Suspension or Modification of Programs or Activities**

In addition to reviewing travel requests, ITRAC is also responsible for recommending to the CSB/SJU Presidents whether or not to suspend or modify an ongoing or previously approved education abroad activity if a significant health, safety, or security concern arises during the experience. In making this assessment, ITRAC will consider the risk management plan for students, staff, or faculty involved in the program or experience.

In the unlikely event that a program must be suspended or modified, CGE will work directly with program students, faculty, staff, and international partners to modify the program or arrange evacuation.

### **Financial Responsibility**

CSB/SJU does not assume responsibility for financial risks associated with participation in its education abroad opportunities. If CSB/SJU cancels a program before departure or while the program is in progress for reasons beyond its control including, but not limited to, political unrest or danger to participant safety, changes to U.S. DOS Travel Advisory Warning, only those recoverable fees or tuition refunded to CSB/SJU by service providers or institutions will be returned to program participants. CSB/SJU will make reasonable efforts to obtain refunds from applicable service providers and/or institutions, but no refunds are guaranteed.

### **Consequences of Violating this Policy**

Individual students or groups who have not obtained travel permission will not receive academic credit or institutional funds for international travel activities.

CSB/SJU will not be responsible or liable for students or international activities that have not received travel permission.

Faculty and staff who knowingly facilitate undisclosed and unapproved or non-reviewed undergraduate international activities may be subject to discipline under CSB/SJU policies and procedures.