

## **The Alma College Student International Travel Policy: Risk Assessment**

Alma College encourages students to participate in experiential learning opportunities, including approved international and domestic off-campus study and internship programs. To minimize health and safety risks, the College has adopted the following policy to govern participation by undergraduate students in College-related international Activities.

Should clarification about the application of this policy, or exemptions from the policy, be requested in accordance with the procedures outlined herein, the Assistant Director (Venture and Off-Campus Studies) of the Center for Student Opportunity (CSO), after consultation with the Travel Risk Assessment Committee, will communicate a recommendation to the President; a decision will then be communicated to the applicant by the Provost.

### **1. International Experiences Covered by this Policy**

1.1 This Alma College Student International Travel Policy (“Travel Policy”) governs College-related international activities (“Activities”), credit-bearing or non-credit-bearing, that meet any of the following conditions:

1. Alma College has agreed (prior to departure) to grant academic credit for the experience
2. Funds administered by Alma College have been granted to support the experience, in full or in part
3. The experience is administered by Alma College faculty or staff in their professional capacity

1.2 This policy governs all College-sponsored student international travel. Examples include the following:

- College-approved participation in an Off-Campus Study program
- International Alma College Spring Term courses
- Internships, student teaching, and service learning experiences that are credit-bearing or fulfill an academic program requirement
- Internships, service learning, or volunteer experiences funded in full or in part by Alma College funds, including the Alma Venture, P-Global, Gazmararian or Currie Scholarships, or other source of funds administered by Alma College, whether or not they are credit-bearing
- Research experiences organized/facilitated by a faculty member or academic unit
- College-sponsored international travel by Alma College athletic teams

1.3 Experiences NOT governed by this policy include:

- Independent travel – including travel by students before or after one of the College-related activities above
- Internships, volunteer or service learning experiences that are not credit-bearing, administered by the College, or supported by Alma College-administered funds
- Participation in an off-campus study program without the explicit approval of Alma College

### **2. Permissible Travel**

2.1 Student travel on international College-related Activities is generally permissible when:

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- The U.S. Department of State travel advisory for the location in question is either a Level 1 (Exercise Normal Precautions) or Level 2 (Exercise Increased Caution)
- The country in question is not subject to U.S. OFAC sanctions prohibiting travel or insurance coverage (see Appendix A)

Activities deemed *permissible* under this policy may still require additional screening, application or enrolment procedures.

2.2 In general, Alma College does not endorse student international travel on College-related Activities to locations that do not meet all of the requirements for Permissible Travel listed in 2.1. Accordingly, the College will generally not grant academic credit for, or award funds in support of, such activities.

### **3. Suspension/Withdrawal**

The College reserves the right to withdraw approval of an Activity and recall student participants at any time should conditions change materially so as to present a threat to student health, safety, or security.

Alma College does not assume responsibility for financial risks associated with participation in its international college-related activities. If the College cancels a program for reasons beyond its control including, but not limited to, political unrest or danger to participant safety, or changes in U.S. Department of State Travel Advisory Level, only those recoverable fees or tuition refunded to the College by service providers and/or institutions will be returned to participants. The College will make reasonable efforts to obtain refunds from applicable service providers and/or institutions, but no refunds are guaranteed. In addition to lost fees and tuition, participants may incur additional travel expenses in connection with program cancellation. Participants may or may not receive academic credit if a program is canceled. The College assumes no responsibility for the financial or other losses of program participants resulting from program cancellation.

### **4. Exemptions**

In certain circumstances, the College may grant an exemption to the travel restrictions in section 2.2. Petitions for Travel Policy Exemptions should be submitted by *students and their faculty or staff sponsors* in accordance with the process outlined in Appendix B.

For an exemption request to be considered, the petition should demonstrate:

- A compelling educational reason for the travel Activity and for its occurrence in the specified location
  - A demonstrated understanding of risks involved in the Activity and plan to mitigate identified risks
  - A Department of State travel advisory no higher than Level 3 (Reconsider Travel). Activities in a location with a travel advisory Level 4 (Do Not Travel) will not be approved for an exemption.
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## Appendix A. OFAC Sanctions affecting travel

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Countries with U.S. sanctions prohibiting student travel and/or insurance coverage:

<http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

## Appendix B. Petition for Student International Travel Policy Exemption

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Who may submit an application for a Student International Travel Policy Exemption?

Applications for Student International Travel Policy Exemptions may be submitted by Alma College faculty or staff together with the student.

### Application Materials

Applications for a Student International Travel Policy Exemption should be submitted to the Asst. Director of the CSO (Venture and Off-Campus Study) and must include the following:

1. Statement by the student about the perceived significance of this experience (include why it must take place in the specific location in question)
2. Program overview/institutional context
3. Copy of the relevant U.S. Department of State Travel Advisory and Centers for Disease Control country profile
4. Risk management plan agreed to by student and faculty/staff sponsor, including risk identification and mitigation strategies, pre-departure health, safety, and security information/education
5. Additional materials in support of the application or otherwise requested

### Determination

Applications for an exemption from the Student International Travel Policy will be considered by a Travel Risk Assessment Committee (TRAC), whose members may include:

- Asst. Director of the CSO (Venture and Off-Campus Study)
- Chief Operating Officer
- Provost's Office designee
- Assistant Controller
- Director of Health & Wellness (when applicable)
- Elected faculty representatives
- Off-Campus Study Committee members (when applicable)

Travel Risk Assessment Committee (TRAC) members may invite input from faculty members and outside consultants with expertise in the location under consideration. Upon reviewing a petition for a Student International Travel Policy Exemption, the Assistant Director (Venture and Off-Campus Studies) of the Center for Student Opportunity (CSO) will communicate the TRAC's recommendation to the President; a decision will then be communicated by the Provost.

Please note that an exemption for an Activity will only apply to the specific Activity approved, not to any other activities in the country or region in question. Absent changes of condition that warrant re-evaluation, Student International Travel Policy Exemptions will be valid for two years from the initial date of approval.