



**Responsible Executive:** Provost  
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## I. INTRODUCTION

Florida State University (FSU) is dedicated to supporting international travel and intercultural experiences as an integral part of the academic, social, and cultural development process of university education. As a part of this mission, FSU is actively expanding its global footprint and recognizes the importance of preparing students to be successful citizens. While students are responsible for their personal behavior at all times, the University is committed to identifying, interpreting, and informing students of the health, safety, and security risks associated with participating in university-related international travel opportunities.

## II. POLICY

This document sets the general policy for all active FSU students (undergraduate, graduate, non-degree, and professional) who are participating in university-related international travel. Students who are admitted to FSU and defer enrollment to take part in an official FSU program that includes funding from FSU and international travel (i.e. FSU Gap Year Fellows) are covered in this policy.

For the purpose of this policy, travel is considered international if it falls outside of the continental United States, Alaska, or Hawaii. Therefore, travel to U.S. territories like American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands is considered international.

University-related international travel includes the following:

- Part of a study abroad or international exchange program organized or supported by the Center for Global Engagement or International Programs;
- Research, field work, internship, and/or service-learning opportunities that are supported and/or organized by university units;
- Organized by or on behalf of an FSU-affiliated student organization, including but not limited to recognized student organizations, religious groups, sports clubs, varsity athletic teams, civic engagement organizations, academic departments or administrative offices;
- Supported through FSU funding or an FSU account is used to hold and disburse funding, including travel funded by fellowships, grants and scholarships;
- Student(s) traveling internationally to attend a conference, present research, or

- participate in an activity because of their affiliation with FSU;
- Independent travel (defined as situations where the student is leaving their primary travel location during the set FSU dates for their University-related experience);
- Any other international travel in which a student participates because of their affiliation with FSU.

International travel that is not University-related is considered personal travel. Examples include, but are not limited to, personal travel that occurs outside the dates of university-related travel, entirely personal vacations/trips, international students traveling home for a personal visit, or group travel that is organized/supported/promoted by non-University units (i.e. a mission trip that is organized by a community group with no affiliation to FSU). Students participating in non-University international travel are considered independent, solely responsible for their own health, safety, and security risks while abroad, and not subject to this policy. More information and details regarding this policy and procedures can be found on FSU's website: [global.fsu.edu](http://global.fsu.edu).

#### **DEFINITIONS:**

- **University units:** FSU units include faculty/staff, campuses, departments, centers, offices, and other operational units.
- **[International Travel, Safety, and Risk Advisory Council](#):** Reviews/updates policy and procedures that pertain to university-related international travel. Provides oversight of these policies and procedures, and advice in revision as needed. Reviews program cancellations and reopening due to changes in health, safety, and security risks to maintain consistent university wide standards. This council is chaired by the Assistant Provost for International Initiatives or designee.
- **[International Travel Oversight Committee](#) (ITOC):** Reviews individual exemption requests. Each request is reviewed on a case by case basis. This committee is chaired by the International Travel, Safety, and Risk Manager or designee.
- **International Travel, Safety, and Risk Management Team:** Membership of this team varies depending on scope of projects, but is coordinated by the International Travel, Safety, and Risk Manager. Develops waivers and forms necessary to assess and manage international travel risks. Monitors international destinations for civil unrest, environmental hazards, and other risks. Works with specific travelers who may be impacted.

#### **RESPONSIBILITIES OF ALL TRAVELERS:**

- Student Travelers must:
  - Confirm that the travel location is [not restricted](#). If the travel includes a restricted destination, proceed with obtaining a [travel exemption](#) before continuing.
  - Complete the [travel registry](#) and [pre-departure orientation](#) process prior to departure.
  - Follow all recommendations provided by FSU regarding health and safety,

- as well as the [FSU Student Code of Conduct](#) while abroad.
- Have access to a working means of communication (e.g. cell phone, landline, computer) while abroad, so that FSU can be in contact in the event of an emergency.
- Monitor their official FSU email (recommended on a daily basis, but at least every two to three days at a minimum) while abroad and keep up to date on news/travel updates regarding their destination.
- [Register independent travel](#) if leaving their primary travel location during their FSU travel dates.
- Student Leaders (on group travel) must:
  - Ensure that all individual travelers within their group are complying with this policy.
- Faculty/Staff (traveling with students, not organized travel) should:
  - Ensure that all students complete the [travel registry](#) and [pre-departure orientation](#) process prior to departure.
  - Monitor their official FSU email, on a daily basis while abroad, and keep up to date on news/travel updates regarding their destination.

## **RESPONSIBILITIES OF UNIVERSITY UNITS:**

For the purpose of this policy, there are three degrees of facilitation provided to students:

**Organize**: when FSU units are designing, developing, and/or maintaining a specific international opportunity. Examples include, but are not limited to, international opportunities provided through a contract or agreement with FSU, managed by an application process, and/or maintained through program fees that are set and collected by FSU;

University units must at minimum:

- Prior to promotion:
  - Organize international opportunities that have scholarly, cultural and/or professional benefits with a supportive environment to students.
  - Faculty/Staff Leaders must have proposed travel pre-approved, in accordance with University Travel policy.
  - Confirm that the travel location is [not restricted](#). If the travel includes a restricted destination, proceed with obtaining a [travel exemption](#) before continuing.
  - Complete a due diligence review and create an emergency response plan.
  - Confirm that all contracts are appropriately completed and signed per University policy.
- Support students through the process by signing forms and/or providing resources to facilitate the experience.
- Advise students about the [travel registry](#) and [pre-departure orientation](#) process, and ensure completion of this requirement.
- Ensure completion of any necessary faculty/staff leader requirements, including training, as needed.

**Support**: when units are assisting students with international opportunities not organized

by FSU. Support may include application assistance (i.e. for acceptance by a program provider, or for external funding), FSU credit evaluation, and/or signing documents.

University units must at minimum:

- Support only international opportunities that have scholarly, cultural and/or professional benefits with a supportive environment to students.
- Confirm that the travel location is [not restricted](#). If the travel includes a restricted destination, then advise students regarding the need to apply for a [travel exemption](#).
- Advise students about the [travel registry](#) and [pre-departure orientation](#) process, and ensure completion of this requirement.
- Support students through the process by signing forms and/or providing resources to facilitate the experience.

**Promote/Communicate:** when units are advertising an opportunity abroad (via social media, email, print, web, and/or other means) and/or when units informally mention or recommend international opportunities to students not organized by FSU;

University faculty and staff should:

- Identify international opportunities that have scholarly, cultural and/or professional benefits with a supportive environment to students.
- Advise students about the [travel registry](#) and [pre-departure orientation](#) process.
- Provide the following disclaimer:

*“This international travel is not organized by Florida State University (FSU) and has not been vetted.”*

### **Restricted Travel**

Florida State University has assessed and approved university-related international student travel using a number of sources and advisories (these include the U.S. Department of State, the Centers for Disease Control and Prevention, the State of Florida and U.S. federal mandates, and other security intelligence). Florida State University does not endorse travel to some restricted destinations regardless of the university-related activity. See [Appendix 1- Review and Approval of University-Related Student International Travel](#) for details.

### **Travel Exemption**

Students may submit an exemption request to travel to a restricted destination or seek an individual exception to this policy. Each request is considered on a case-by-case basis by the International Travel Oversight Committee.

Organized programs may submit an exemption request to travel to a restricted destination or seek an exception to this policy. Each request is considered on a case-by-case basis by the International Travel, Safety, and Risk Advisory Council to ensure university-wide standards.

Florida State University may refuse to grant permission for an FSU student/program to participate in an international opportunity by denying their request.

### **Travel Registry**

All students participating in international experiences covered by this policy must be

registered within the designated system at FSU. The travel registry is intended to allow FSU to quickly locate international student travelers in the event of a crisis and provide them with timely information and assistance. The travel registry at FSU is also intended to proactively inform registered travelers when an emerging issue/concern may affect them or their travel destination(s).

### **Pre-Departure Orientation**

All students participating in international travel covered by this policy must complete a general pre-departure orientation provided by FSU units, under the guidance of the International Travel, Safety, and Risk Advisory Council. This orientation is designed to provide students with essential resources, including information about health, safety, and security abroad. Students will receive information to help them better understand, identify, and mitigate international risks. The orientation seeks to create more informed travelers, who can make better decisions regarding their health and safety abroad.

### **Acknowledgement of Risk**

During the pre-departure orientation, students will be informed of general health, safety, and security risks associated with participating in international travel. Students must sign an acknowledgement of risk document as a part of the travel registry process.

### **Insurance**

All students participating in international travel covered by this policy must enroll in an approved international insurance plan and provide proof of coverage when requested by FSU. No other insurance will be reviewed or accepted.

### **Critical Incident Reporting**

University units must report critical student incidents and emergencies abroad (examples: a life-threatening incident, an FSU traveler death, a hostage situation or kidnapping of an FSU traveler, a missing FSU traveler, etc.) to the International Travel, Safety, and Risk Manager or their designee. Please note that other FSU reporting requirements may also apply per university policy.

### **Cancellation**

Florida State University may at any time cancel approval for an international opportunity, program, or a specific student's participation. Cancellation may occur prior to or during a program, and FSU is not liable for student incurred costs. Fee liability for FSU-organized programs is governed at the program level and the ability of the student to obtain a refund may vary.

The circumstances justifying cancellation of an international opportunity include, but are not limited to, an increase in risk, an update in travel advisories, and/or health notices for the destination.

The circumstances justifying cancellation of a specific student's participation include, but are not limited to, student behavioral concerns, Student Conduct Code violations, or a violation of signed travel and program agreements and waivers. If a student's participation is cancelled due to a violation on their part of the said rules, regulations, instructions, and/or standards of conduct and behavior, the student will be sent home at their own expense. In this case, the student may face additional negative and significant academic

consequences at FSU as a result of their program cancellation.

These cancellations are reviewed by the International Travel, Safety, and Risk Advisory Council (for programs) and International Travel Oversight Committee (for specific student experiences).

### **Non-Compliance**

This applies to any travel that falls within the scope of this policy. Failure or refusal to comply with this policy may result in disciplinary proceedings under the guidelines of the FSU Student Code of Conduct or Student Organization Code of Conduct.

Additionally, non-compliance may result in an FSU unit not approving reimbursement costs or academic credit for the student's international experience.

If the University incurs expenses on behalf of the student, the individual will be held financially responsible.

### **Methodology**

This policy was prepared through research of best practices and standards in the field of higher education. The Forum for Education Abroad, NAFSA, and other university international travel policies were consulted (i.e. University of Minnesota, Northwestern University, University of Texas at Austin, etc.).

This policy is related to, and consistent with, the following FSU policies and procedures:

[4-OP-D-2-D Travel](#)

[7A-10 Export Control Policy](#)

[9-5 Bridge Year Deferral of Matriculation](#)

[9-9 International Cooperative Agreements](#)

[9-10 International Reciprocal Student Exchange Agreements and Programs](#)

[9-13 Transferring International Credit from an International Host University](#)

[Comprehensive Emergency Management Plan \(CEMP\)](#)

This policy is governed by current applicable provision, standards and categories established by external governing entities such as the U.S. Department of State and the Center for Disease Control. The appendices merely restate and use some of these current effective standards which may be subject to change by these entities.

## **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

Florida Constitution, Article IX, Section 7, BOG Regulation 1.001(4), University Regulation FSU-5.007, BOT Delegation to President, President Delegation to individual Vice Presidents.

This policy shall be reviewed by the International Travel, Safety, and Risk Advisory Council, every seven years for its effectiveness. The International Travel, Safety, and Risk Advisory Council shall make recommendations to the Provost/Executive Vice President for Academic Affairs, for any amendments as needed.

/s/ Name of Approving Official

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[Proof of approval retained in file]

## APPENDIX 1- REVIEW AND APPROVAL OF TRAVEL LOCATIONS

Florida State University has assessed and approved university-related student international travel using several reliable information sources and advisories. These sources include the U.S. Department of State (U.S. DOS) and the Centers for Disease Control and Prevention (CDC), as well as other reliable recognized sources such as intelligence providers, insurers, and U.S. DOS/CDC counterparts around the world. Information is thoughtfully considered in context of the global situation, as well as in comparison to the domestic situation.

Students may submit an exemption request to travel to a restricted destination. Each request is considered on a case by case basis by the International Travel Oversight Committee.

Organized programs may submit an exemption request to travel to a restricted destination. Each request is considered on a case by case basis by the International Travel, Safety, and Risk Advisory Council (to ensure university-wide standards are applied).

Florida State University may refuse to grant permission for an FSU student/program to participate in an international opportunity by denying a request.

The [U.S. DOS](#) travel advisory levels are as follows:

- **Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.
- **Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 4 - Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory.

The U.S. DOS travel advisory system also provides reasons for the level assigned:

- **C - Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T - Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
- **U - Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.
- **H - Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may be a factor.
- **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.
- **E - Time-limited Event:** A short-term event, such as an election, sporting event, or other incident that may pose a safety risk.



- **K- Kidnapping/Hostage Taking:** Kidnapping and/or hostage taking occurs in areas of the country.
- **O - Other:** There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

The [CDC](#) provides travel health notices to inform international travelers of current health risks that are related to specific countries or areas. The CDC issues travel health notices in the event of disease outbreaks, special events, or natural disasters that may impact a traveler's health.

There are three levels of CDC travel health notices:

- **Watch Level 1, Practice Usual Precautions:** A reminder to follow usual precautions, like being up to date on recommend vaccinations, when traveling abroad to a location with an identified increase in risk.
- **Alert Level 2, Practice Enhanced Precautions:** This type of notice will include additional precautions or information a traveler should consider to protect against an identified increase in risk.
- **Warning Level 3, Avoid Nonessential Travel:** This is the highest level of health notice for the CDC, and is used to indicate that all non-essential travel to the affected destination be avoided. This type of travel health notice indicates a high risk, one that travelers cannot mitigate through precautions.

Conditions in any country may change at any time.

## PROCEDURAL STANDARDS

In general, the U.S. DOS Travel Advisory is used in the following ways at Florida State University:

### **Level 1 - Exercise Normal Precautions & Level 2 - Exercise Increased Caution:**

Student travel is generally approved at this level. Travelers must check for updates to advisories regularly and should identify key elements of their journey plan (ongoing information review and risk assessment, contacts, evacuation plan). Travelers must not travel to/through any Level Three regions within a country without submitting a travel exemption request to the International Travel Oversight Committee and receiving approval. Travelers must not travel to/through any Level Four regions within a country. If a destination changes while a traveler is abroad, the travel will be re-reviewed per the new advisory level.

**Level 3 - Reconsider Travel:** Student travel at this level requires a travel exemption from the International Travel Oversight Committee. The exemption must include key elements of a journey plan (ongoing information review and risk assessment, purpose of trip, local contacts, support and infrastructure, regions visited within the country, evacuation plan, etc.) and confirmation that the traveler will not travel to/through any Level Four regions within a country. Travelers must check for updates to advisories regularly. If a destination changes while a traveler is abroad, the travel will be re-reviewed per the new advisory level. If a destination changes to a Level Three, the traveler must submit an exemption request to the International Travel Oversight Committee. If the exemption request is not approved, the traveler shall be evacuated as soon as it is safe to do so.

**Level 4 - Do Not Travel:** At this level, no student travel will be approved on university-related activities, whether to Level Four countries or regions. If a destination changes to a Level Four while a traveler is abroad, the traveler shall be evacuated as soon as it is safe to do so.

In general, the CDC Health Notices are used in the following ways at Florida State University:

**Watch Level 1 & Alert Level 2:** Student travel is generally approved at this level. Travelers must review the risk and follow precautions as recommended by the CDC. Travelers must check for updates to notices regularly. If a destination's watch or alert level changes while a traveler is abroad, it will be re-reviewed.

**Warning Level 3:** At this level, no student travel will be approved on university-related activities. If a destination changes to a Warning Level 3 while a traveler is abroad, the traveler shall be evacuated as soon as it is safe to do so.

## **APPENDIX 2- INTERNATIONAL TRAVEL, SAFETY, AND RISK ADVISORY COUNCIL MANDATE**

The university policies and procedures on international travel ensure that any international experiences are undertaken with adequate attention to traveler health and safety.

The policies and procedures for international travel advance the mission of the university:

“Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.”

The university’s strategic plan implementation map includes the goal to “enhance global competencies and experience,” and supporting safe international travel is one mechanism to advance that goal.

The council will review policies and procedures on international travel, safety, and risk, and provide oversight on these policies and procedures with advice on revision as needed.

### **Membership:**

Members of the Council are appointed by the University Provost and Vice-President for Academic Affairs, in consultation with the Assistant Provost, International Initiatives.

Additional members and subcommittees may be added as needed.

Members include:

- International Travel, Safety, and Risk Program Manager (non-voting)
- Director, Center for Global Engagement or representative
- Director, International Programs or representative
- International Risk Manager or representative
- University Travel Office representative
- University Compliance Officer or representative
- Faculty member, as recommended by FSU’s Faculty Senate
- Assistant Provost, International Initiatives (Chair)

### **Responsibilities:**

The Advisory Council serves to provide support and advice for the responsibilities and activities of the International Travel, Safety, and Risk Manager. It will:

Review annual report on international travel, safety, and risk responsibilities and activities.

Review university policies and procedures for assessing risk for overseas travel, including methods for monitoring ongoing international developments for risk identification and mitigation.

Review incident preparedness and incident responses.

Review role and operation of the International Travel Oversight Committee (Exceptions).

Review and debrief immediate actions taken by program managers regarding evacuations due to health, safety, and security threats to a student or student group.

Review requests from FSU program managers or risk managers to recall students or suspend programs because of health, safety, and security risks/concerns.

Review and recommend when suspended or postponed programs are eligible to reopen due to changes in health, safety, and security risks.

Determines the standards for pre-departure orientation, and review orientation materials annually.

Make recommendations for new international travel policies and procedures, as needed.

### **International Travel Risk and Safety Advisory Council Procedures:**

International Travel Risk and Safety Advisory Council will meet at least once per year or more often as needed.

Items may be reviewed and approved by the committee between face-to-face meetings by e-mail and/or a secure organizational web site, and these will be formally noted in the agenda and approved minutes of the committee meetings.

The International Travel, Safety and Risk Advisory Council will prepare an agenda and record approved minutes to note discussions and approvals at each of its meetings.

The standing agenda for each committee meeting will include the following:

Call to order/attendance

Approval of Agenda & Minutes

Annual report on international travel safety and risk responsibilities and activities.

University policies and procedures for assessing risk for overseas travel, including methods for monitoring ongoing international developments for risk identification and mitigation.

Incident preparedness and incident responses.

Role and operation of the International Travel Oversight Committee (Travel Exemptions).

Recommendations for new international travel policies and procedures as needed.

Adjourn.

## **APPENDIX 3- INTERNATIONAL TRAVEL OVERSIGHT COMMITTEE MANDATE**

The FSU International Travel Oversight Committee (ITOC) is a sub-committee of the International Travel, Safety, and Risk Advisory Council (ITSR Advisory Council).

The ITOC advances the goals of the university by reviewing applications for student international travel in support of research, instruction and service, while advancing safety and minimizing risk.

The ITOC implements university policies and procedures, established by the ITSR Advisory Council, regarding international travel to ensure that any student experience abroad is undertaken with adequate attention to health and safety.

### **Background and Context:**

The university policies and procedures regarding international travel ensure that FSU-related student experiences abroad are undertaken with adequate attention to health and safety, through attempts to identify, analyze, and communicate risks associated with international travel.

The policies and procedures for international travel advances the mission of the university:

“Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.”

The FSU’s strategic plan implementation map includes the goal to “enhance global competencies and experience,” and supporting safe and well-informed international travel is one mechanism to advance that goal.

### **General Committee Policies and Procedures:**

Any university-related plan to travel to a location with a U.S. Department of State (U.S. DOS) Travel Advisory of “Level 3: Reconsider Travel” will need to complete a travel exemption request for review by the committee.

In general, Florida State University does not sponsor or approve travel in locations with a U.S. DOS “Level 4: Do Not Travel” or a CDC “Warning Level 3: Avoid Non-essential Travel.”

If an area is deemed to have health, safety, and security concerns outside of a specific U.S. DOS Travel Advisory and/or a CDC Health Notice, then a student traveler (both individual or group) may be asked to submit a travel exemption to the ITOC by their FSU program manager or risk manager.

The ITOC will rely on relevant risk information from various resources, including but not limited to the U.S. Department of State (U.S. DOS) and Center for Disease Control (CDC).

The ITOC will review each travel exemption request, alongside relevant risk information, to make decisions for student international travel (both individual and group) to countries and areas of concern with regard to health, safety, and security.

The ITOC may make recommendations to change plans as part of its review and approval.

The ITOC may deny travel exemption requests.

The ITOC may conditionally approve a travel exemption request, including required changes in travel plans or the signing of a detailed high-risk waiver by the student travelers.

The decisions of the ITOC are recommendations to the FSU Provost and Executive Vice President and the FSU Cabinet, and may be reviewed, approved or overturned by the Provost or Cabinet.

### **Responsibilities:**

Review of travel exemption requests from individual students.

Review of travel exemption requests from group leaders for group student travel.

Review of specific student travel exemption requests in which exceptions to general university policies may be considered.

Review of specific student petitions if they find themselves abroad when their location's risk level changes, and FSU has determined the change in risk does not warrant an evacuation. The student may request to remain in country if the risks fall within their personal threshold.

Any additional responsibilities as requested by the International Travel, Safety, and Risk Advisory Council. As needed, the ITOC may expand membership or subdivide to accommodate additional responsibilities or an increase in workload requirements.

Seek policy guidance from the International Travel, Safety, and Risk Advisory Council for exceptional cases.

Recommend any relevant changes in Committee policies and procedures to the International Travel, Safety, and Risk Advisory Council.

### **Procedures:**

Requests for travel exemptions will be circulated electronically to be reviewed by the ITOC members and voted upon.

The Chair of the ITOC may provide relevant risk information from various sources in addition to the travel exemption.

Decisions are taken by majority vote. All members of the committee are voting members.

Efforts will be made to require submission of travel exemption requests well in advance of proposed travel.

The Chair of the Committee will maintain electronic records of materials submitted, committee decisions, correspondence with student travelers, and any relevant travel waivers, in a secure folder or site, following FSU's data management procedures.

### **Membership:**

Members of the Committee are appointed by the University Provost and Executive Vice-President, in consultation with the International Travel, Safety, and Risk Advisory Council.

The Committee is chaired by the International Travel, Safety, and Risk Manager, who is also a voting member. Other members make up a full committee of at least five members.

Additional members may be added as needed.

Members include:

Representative from International Programs

Risk Manager, International Programs or representative

Representative from the Division of Student Affairs

Faculty member(s), preferably someone with interest or experience in international travel

International Travel, Safety, and Risk Manager

Assistant Provost, International Initiatives

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