



Policy: International Travel Safety Policy	Policy No: R2.1
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Contact Person for Website: Director of Regulatory Affairs and Risk Management

- I. **POLICY:** Students, faculty, and staff participating in [International Travel](#) organized, sponsored, and/or funded by the University are required to comply with this International Travel Safety Policy, as well as other applicable John Carroll University (“the University”) policies and procedures, and applicable laws governing International Travel. The procedures in the policy are intended to ensure that all travel by students, faculty, and staff participating in University-sponsored or University-funded International Travel is reviewed by the University, and all relevant health, safety and security factors are taken into consideration before approval of the trip. The health and safety of University students, faculty, and staff are the top priorities of the University.

Students, faculty, or staff wishing to initiate a program or trip that involves International Travel must apply for and obtain approval for the International Travel, as outlined in the procedures below. International travel [organizers](#) must assure that students, faculty, and staff traveling on the program or trip complete necessary paperwork described in the procedures below, and also are apprised of risks associated with the travel, as identified by the U.S. Department of State.

Other policies and requirements for approval for International Travel may exist or be put in place, particularly for study abroad and immersion travel. These could include academic/curricular and budgetary approvals. This policy is primarily focused on health, safety, and security.

All [International Travel](#) requires the completion of a request form. Travel to countries or regions of countries identified by the U.S. Department of State as a [Travel Advisory Level 2 or 3](#) must also be reviewed by the [International Travel Safety Committee](#) (ITSC or Committee). Travel to countries or regions of countries identified by the U.S. Department of State as a [Travel Advisory Level 4](#) is prohibited, unless an exception is granted by the Vice President of the division and the University President; such exceptions will be based on extraordinary circumstances.

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II. PURPOSE: The purpose of this policy is to ensure safe University-sponsored [International Travel](#) for students, faculty, and staff by reviewing the health, safety, and security of University-sponsored International Travel, while acknowledging the importance of travel throughout the world to support the University's Jesuit mission and academic learning environment. It is important for the University to be aware of all International Travel in the event of new information regarding the destination that might affect the health, safety, and security of members of the University community.

III. SCOPE: The policy pertains to all students, faculty, or staff who are requesting to travel on University-sponsored or University-funded [International Travel](#).

IV. PROCEDURES:

A. International Travel Safety Review Process

1. The [Organizer](#) of any [International Travel](#) trip, as defined in this Policy, must submit an International Travel Request Form to the Office of Global Education or to the Office of Campus Ministry, as applicable, a minimum of eight (8) months and ideally between twelve (12) months and eighteen (18) months, before the departure date of the trip. The Travel Request must include the following:
 - a. A completed International Travel Request form;
 - b. A general program description and itinerary of the trip (in as much detail as is available at the time);
 - c. An estimated budget including an estimated price breakdown for a varied number of participants;
 - d. Application and payment process, details, and deadlines (both internal and external, if applicable); and
 - e. A safety and crisis/evacuation plan
2. The [Organizer](#) is responsible for not only determining the U.S. Department of State [Travel Advisory Level](#) of their destination and regions within the country to which the travel will occur but also remaining alert to changes in the Travel Advisory Level up to the point of departure. The Travel Advisory Level of the country and regions of the country to which the travel will occur must be included on the Travel Request Form.
3. All travel to countries and/or regions of countries with a U.S. Department of State Travel Advisory Level of 4 is prohibited, unless an exception by the Vice President of the division and the University President is granted based on extraordinary circumstances.
4. The following are the procedures that [ITSC](#) will utilize for consideration of the trip, by level of Travel Advisory:
 - a. For travel to countries categorized as Level 1, the chair of the ITSC will review the request and provide any relevant information related to the travel and any required conditions on the travel, after consultation with other Committee members as necessary.
 - b. For travel to countries categorized as Level 2, the chair of the ITSC will review the request and send the recommendation on the trip and any conditions on the travel for review and input of the other Committee members.

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- c. For travel to countries categorized as Level 3, the Committee will meet and provide a determination as to whether the travel can proceed and under what conditions.
- d. For travel to countries categorized as Level 4, the chair will notify the Organizer that travel is not permitted unless an exception is granted by the Vice President of the division and the University President based on extraordinary circumstances.

For all levels, the ITSC will keep records on its review and any conditions on the travel.

- 5. Exceptions for Research or Conference Travel Without Students: [International travel](#) by faculty or staff members to conduct research or attend international conferences on behalf of the University or paid for with University funds that does not involve student participants requires the [Organizer](#) to provide notice of the International Travel plans by completing only the relevant portions of the Travel Request Form as far in advance of the International Travel as is possible but at least one (1) month prior to the departure date. Such faculty research and conference travel should be approved by the faculty member's department chair and/or dean's office in advance of the travel, consistent with usual approval processes for departmental and/or dean approval. While notification via the Travel Request Form is required of all International Travel, ITSC approval is only required of this type of travel to countries or regions with a [Travel Advisory Level](#) of 3 or 4. The Organizer may also request expedited review for such International Travel involving faculty members travelling for an international conference or research, based on extenuating circumstances.
- 6. Exceptions for Research or Conference Travel With Students: [International travel](#) by faculty or staff members for research or to attend international conferences on behalf of the University or paid for with University funds that involves students as participants requires the [Organizer](#) to complete the Travel Request Form a minimum of three (3) months in advance of the International Travel. In addition to usual approval processes by the department head or chair, and/or dean, such faculty or staff research and conference travel must be approved under this policy's procedures. The Organizer may request expedited review for such International Travel involving faculty or staff members travelling with students for an international conference or research, based on extenuating circumstances.
- 7. The ITSC will respond to each request for review within thirty (30) calendar days of receiving the request. The Committee chair will respond in writing to the Organizer.
- 8. The ITSC may approve, approve with conditions, or deny the trip or portions of the trip. The ITSC also may place certain restrictions or conditions on the travel to promote the health, safety, and security of the participants. Conditions could include: additional staffing levels; special pre-travel orientation; added security measures; restrictions on travel within the country; and daily status check-ins. The ITSC will require that the Organizer provide notice to students and participants of necessary conditions required for the travel to proceed.
- 9. The ITSC will consider a number of factors in its review:
 - a. The U.S. Department of State's official [Travel Advisory](#) shall be a key factor the Committee will look to when making these decisions.

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- b. The Committee also may review additional sources of information, including but not limited to the following travel health and safety factors:
 - i. U.S. Department of State [Overseas Security Advisory Council Crime and Safety](#) reports.
 - ii. [World Health Organization Travel and Health Information](#)
 - iii. [Center for Disease Control and Prevention Travel Health Notices](#)
 - iv. [U.S. Department of Treasury Office of Foreign Assets Control Sanctions](#)
 - v. Plan for travel to and within country
 - vi. Local contacts/affiliations for travel
 - vii. Safety and evacuation plans
 - viii. Jesuit Mission considerations and/or
 - ix. Information provided by other University contacts.
10. The Organizer may appeal the decision of the ITSC in writing to the Provost and Academic Vice President within fourteen (14) calendar days of the ITSC decision. The Provost and Academic Vice President may consult with the ITSC and/or its chair, the Organizer, and the President in considering an appeal. The Provost and Academic Vice President typically will provide a decision during the academic year within fourteen (14) calendar days from receiving the request for appeal, absent extenuating circumstances. The decision of the Provost and Academic Vice President is final. However, if the Provost and Academic Vice President decides an appeal in a manner that permits travel to a destination with a Level 4 travel advisory based on extraordinary circumstances, the President must also be consulted, and the decision of the President is final.
11. If a destination becomes a Level 3 or Level 4 advisory after the trip has been proposed or approved by the ITSC, the Organizer must immediately send a request to the ITSC to review the trip in light of the new information. The ITSC shall take into consideration the date of departure and the planning that has gone into the trip. In these cases, the ITSC shall respond to the Organizer within one (1) week from the request, whenever possible.
12. Even if approval is obtained by the ITSC, the ITSC, in consultation with University officers as necessary, may cancel the program or travel, if circumstances change, up to the day of departure.
13. In the event the travel advisory changes or a health/safety issue arises while the program is in progress, the ITSC will assess the risks and circumstances under which the warning changed, and contact the Organizer with its recommendations for either remaining on the trip with alternative safety measures or leaving the country.
14. This procedure does not alter the policies and requirements for approval for International Travel that are already in place by the University or by any program, including academic/curricular and budgetary approvals. For example, for credit-bearing programs, the department chair and dean and any academic study abroad board should sign off on the trip prior to ITSC review. For other non-credit bearing [International Travel](#) programs, the appropriate department and division head should sign off on the trip prior to ITSC review.
15. The ITSC, in consultation with University officers as necessary, reserves the right to cancel or withhold approval for travel to countries in which hostilities have erupted or in which a political or natural disaster, epidemic/pandemic or other events have

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compromised or could compromise the safety, security or well-being of University students or employees out of the country. The ITSC, in consultation with University officers as necessary, also reserves the right to rescind approval or to cancel a program in the event a travel advisory is issued or a safety issue arises before or during the course of a program.

16. Departments or organizations may institute policies more, but not less, restrictive than this Policy, if desired.

B. General Travel Procedures

1. [International travel](#) must be consistent with the mission of the University.
2. Travel should be planned so as not to interfere with academic responsibilities of faculty and students.
3. Students must complete all necessary paperwork to receive academic credit for International Travel programs, when applicable.
4. Any University funding provided to support International Travel programs or faculty/staff accompanying an International Travel program must be processed and reimbursed in accordance with the Business Office's procedures.
5. Except for international programs sponsored by another institution, International Travel programs must have a minimum of two (2) University faculty/staff leaders/[chaperones](#), or personnel or agents retained or contracted with by the University to act as leaders/[chaperones](#), for the first twenty (20) student participants. Additional faculty/staff is required for additional student participants as indicated in the chart below. Some locations may require additional staffing levels to be determined by the [ITSC](#).

Quantity of Student Participants	Required University Faculty/Staff
One (1) - Twenty (20)	Two (2)
Twenty One (21) - Thirty (30)	Three (3)
Thirty One (31) - Forty (40)	Four (4)

6. Group flights purchased with University funds are required to have University faculty/staff leaders/chaperones for each round-trip flight following the ratios listed in paragraph 5 above. For returning flights, in order to accommodate domestic travel arrangements for students or groups of students, the above faculty/staff leaders/chaperones may be reduced once the participants have cleared customs in the United States. For departing flights, these ratios may be adjusted for student participants departing from different U.S. airports. Any exceptions to this requirement based on health and safety considerations that arise during a trip or other extenuating circumstances must be approved by the ITSC. Generally speaking, the intention is that students are chaperoned from the point of international departure until they clear customs back in the United States.
7. All participants in International Travel must submit required forms, which include information such as emergency contact information, medical information, and waiver

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- forms that will be provided by the appropriate department (i.e., Campus Ministry, Global Education, etc.). Students participating in third-party travel programs for credit at the University may be required to complete additional forms from the third-party travel organizer.
8. All participants in International Travel must purchase or have coverage under the same International Travel insurance policy, which includes health, medical evacuation, repatriation of remains, and security evacuation services. International travel insurance provides coverage in the event of a health or security emergency abroad; these are not typically covered by domestic insurance policies. Cost of coverage is either included in the program fee or charged to the student's account, depending on type of program. International insurance coverage must be provided via the University's travel insurance vendor. This insurance does not provide general travel cancellation, travel interruption, or coverage for unexpected expenses related to return to the United States. Participants may purchase their own general travel insurance, if they wish to have such coverage.
 9. All participants in International Travel will participate in a pre-departure orientation coordinated by either Campus Ministry, Global Education, or the sponsoring organization.
 10. All participants in International Travel will participate in an in-country orientation coordinated by program leaders.
 11. **Credit-Bearing Programs - Short Term** (i.e., less than 6 weeks): Students enrolling in any credit-bearing International Travel must complete the following requirements a minimum of thirty (30) days prior to departure unless otherwise noted:
 - a. Application: Complete online study abroad or Campus Ministry application and submit application fee for all programs.
 - b. Program Deposit: Students submit a deposit prior to program acceptance to ensure commitment of enrollment and program viability, if applicable.
 - c. Academic Petitions: This form ensures students receive academic credit and that they are registered for the course. Note that, per financial aid regulations, any travel completed as part of a JCU course for credit must begin no sooner than fourteen (14) days before the first day of the semester in which the course is offered. It must end no later than fourteen (14) days after the semester ends.
 - d. Enrollment Forms:
 - i. Statement of Responsibility/Waiver and Release
 - ii. Travel Health Form
 - iii. Post-Admission Medical Clearance Form to be completed by physician
 - iv. Acknowledgment of Program Requirements
 - v. Cultural Insurance Services International (CISI) Enrollment Form
 - vi. Emergency Contact Form
 - vii. Commitment Agreement Form
 - viii. Emergency Health Authorization Waiver
 - ix. Voluntary Continuation of travel - if applicable
 - x. General Data Protection Regulation (GDPR) release form (for programs in EU) - if applicable

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- e. ID: Copy of identification (photo) page of student's passport or government-issued ID for domestic programs.

Upon receipt of the above documents (minimum thirty (30) days prior to departure), Global Education or Campus Ministry will enroll participants in the University's International Travel insurance coverage program.

- 12. **Credit-Bearing Programs - Long Term** (i.e., greater than 6 weeks): Students enrolling in any credit-bearing program International Travel must complete the following requirements a minimum of thirty (30) days prior to departure unless otherwise noted:
 - a. Application: Complete online study abroad application and submit application fee for all programs.
 - b. Program Deposit: Students submit a deposit prior to program acceptance to ensure commitment of enrollment and program viability, if applicable.
 - c. Academic Petitions: This form ensures students receive academic credit and that they are registered for the course. Note that, per financial aid regulations, any travel completed as part of a JCU course for credit must begin no sooner than fourteen (14) days before the first day of the semester in which the course is offered. It must end no later than fourteen (14) days after the semester ends.
 - d. Enrollment Forms:
 - i. Statement of Responsibility/Waiver and Release
 - ii. Travel Health Form
 - iii. Post-Admission Medical Clearance Form to be completed by physician
 - iv. Acknowledgment of Program Requirements
 - v. Cultural Insurance Services International (CISI) Enrollment Form
 - vi. Emergency Contact Form
 - vii. Commitment Agreement Form
 - viii. Emergency Health Authorization Waiver
 - ix. Voluntary Continuation of travel - if applicable
 - x. General Data Protection Regulation (GDPR) release form (for programs in EU) - if applicable
 - e. ID: Copy of identification (photo) page of student's passport or government-issued for domestic programs.

Upon receipt of the above documents (minimum thirty (30) days prior to departure), either Global Education or Campus Ministry will enroll participants in the University's International Travel insurance coverage.

- 13. **Non-Credit-Bearing Programs**: Students participating in non-credit-bearing International Travel, as an individual or part of a group, for international study, conference attendance, research, internship, volunteering, or other activities, must complete the following a minimum of thirty (30) days prior to departure unless otherwise noted:
 - a. Application: Complete and submit application and fee for all programs.
 - b. Program Deposit: Students submit a deposit prior to program acceptance to ensure commitment of enrollment and program viability, if applicable.
 - c. Enrollment Forms:
 - i. Statement of Responsibility/Waiver and Release
 - ii. Travel Health Form

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- iii. Post-Admission Medical Clearance Form to be completed by physician
 - iv. Acknowledgment of Program Requirements
 - v. Cultural Insurance Services International (CISI) Enrollment Form
 - vi. Emergency Contact Form
 - vii. Commitment Agreement Form
 - viii. Emergency Health Authorization Waiver
 - ix. Voluntary Continuation of travel - if applicable
 - x. General Data Protection Regulation (GDPR) release form (for programs in EU) - if applicable
- d. **ID:** Copy of identification (photo) page of student's passport or government-issued for domestic programs.

Upon receipt of the above documents (minimum thirty (30) days prior to departure), either Global Education or Campus Ministry will enroll participants in the University's International Travel insurance coverage program.

14. **Non-University Participants** (credit and non-credit bearing programs):

- a. Non-University students who plan to participate in an International Travel program are required to become visiting/non-degree students by enrolling in a class for credit and must comply with all requirements of this Policy.
- b. Non-University Participants (non-credit bearing) whose attendance is essential to the functioning of the program (i.e., essential community members, medical personnel supervising students on a medical immersion trip, additional [chaperones](#)) are deemed volunteers and are not required to enroll in a class for credit. These participants will be enrolled in the University's International Travel insurance coverage program.
- c. Non-University Participants (non-credit bearing) whose attendance is not essential to the functioning of the program (i.e., spouse/partner not serving as a [chaperone](#), children, friends of participants, etc.) are not permitted to participate in University-sponsored International Travel. Requests for exceptions to this policy based on extenuating circumstances, the Travel Advisory level of the country or region, and other administrative considerations will be reviewed by the Office of Risk Management, Office of Legal Affairs, and the appropriate vice president of the Organizer's division. If an exception is granted, non-University participants must comply with all conditions and requirements deemed necessary for participation by such non-University participants.

C. **Previously Approved Program Renewal:** When an [Organizer](#) of an [International Travel](#) program wishes to renew a program that has been previously approved by the [ITSC](#), an expedited approval process will apply. The procedures for such renewals are as follows:

- I. The Organizer of an International Travel trip must submit an International Travel Renewal Form to the ITSC chair, as applicable, a minimum of eight (8) months before the departure date of the trip. The Travel Request must include:
 - a. Completed International Travel Request form
 - b. A general program description and itinerary of the trip,
 - c. An estimated budget including an estimated price breakdown for a varied number of participants,

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- d. Application and payment details and deadlines (both internal and external if applicable),
 - e. Updated safety and crisis/emergency plan
 - f. Any changes to the U.S. Department of State Travel Advisory Level since previous travel (i.e. political unrest, medical outbreaks, etc.).
2. The ITSC chair will respond to each request for review within thirty (30) calendar days of receiving the request. The chair will respond in writing to the Organizer.
 - a. If approved, the Organizer of the International Travel must comply with the general travel procedures outlined in the previous section.
 - b. If denied, the Organizer may appeal the decision of the ITSC in writing to the Provost and Academic Vice President within fourteen (14) calendar days. The Provost and Academic Vice President will provide, during the academic year, a decision in fourteen (14) calendar days from receiving the request for appeal, absent extenuating circumstances. The decision of the Provost and Academic Vice President is final. However, if the Provost and Academic Vice President decides an appeal in a manner that permits travel to a destination with a Level 4 travel advisory based on extraordinary circumstances, the President must also be consulted, and the decision of the President is final

D. Post Trip Report

1. A written report must be submitted to the chair of the ITSC within thirty (30) days of the program returning to the United States. Please include both positive and negative feedback in your report and highlight the following:
 - a. Provider (if applicable)
 - b. Housing Accommodations
 - c. Travel Arrangements
 - d. Safety Issues
 - e. Medical Situations, if any
 - f. Time of Year/ Weather
2. The Center for Global Education or Campus Ministry will conduct a student evaluation of every travel program.

V. **DEFINITIONS:** terms used within or relating to this policy.

A. International Travel: Travel outside the United States by John Carroll University students, faculty, and/or staff that is in any way sponsored, organized, or funded by the University, a department or division within the University, or a recognized student organization, including but not limited to the following types of travel:

- Credit-bearing programs, including faculty-led study abroad programs, approved third-party provider programs, and student internships.
- Non-credit bearing programs including any program:
 - Organized or sponsored by a registered student organization;
 - Organized or sponsored by a University department or division;
 - Athletic team or other group travel sponsored or funded by the University;
 - University organized, sponsored or funded summer programs;
 - Programs that are fully or partially funded by the University; and/or
 - Programs that use the John Carroll University name.

This policy does NOT apply to the following:

- Student, faculty, and/or staff domestic travel within the United States;
- Student, faculty, and/or staff travel outside of the U.S. for purposes of vacation or pleasure;
- Students who travel on their own or as a group with a non-University program and who do not plan to earn academic credit or meet degree requirements by completion of the international experience;
- Students who live outside of the United States traveling to or from the University
- Students who travel internationally during a leave of absence from the University or who are not enrolled during the Fall or Spring semester. This policy does apply to students who participate in a University-sponsored travel program during the summer months, even if the program is non-credit bearing;
- Travel by individual students or groups of students on a non-University trip that does not involve University employees, funding, or sponsorship;
- Travel by faculty members to conduct research that is not done on behalf of the University and is not sponsored by the University; and
- Alumni trips sponsored and organized by the University's Advancement division.

Examples of Travel Covered by this Policy:

- Campus Ministry Immersion Trips
- Trips organized by an academic department or faculty member, whether or not academic credit may be awarded
- International travel by an athletic team.

B. International Travel Safety Committee: The International Travel Safety Committee (ITSC or Committee) will consist of five (5) members, with one member serving as the chair. The committee will be chaired initially by the Director of Regulatory Affairs and Risk Management, and include a representative from the Center for Global Education; the Vice President of the division conducting the travel (or designee, or for travel conducted under the Academic division, the Associate Academic Vice President); the Dean of Students (or designee); and a faculty member with prior experience on International Travel appointed by the Provost and Academic Vice President (or designee). The General Counsel (or designee) shall serve as a non-voting member to assist and advise the Committee. The Organizer of the trip under review may be invited to attend portions of the Committee meeting to provide additional trip information, when needed. The ITSC will meet as necessary when requests are sent to them for review and may consult with other University officers or staff, as appropriate.

C. Organizer: The individual, department, division, or registered student organization that is the sponsor of an International Travel trip.

D. Travel Advisory Level: The Travel Advisory level is designated by the U.S. Department of State for a country or region of the country. The U.S. Department of

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State has a travel advisory system that uses a travel advisory scale. The scale has four levels from Level 1 to Level 4, and also embeds varying levels for specific regions of a country and/or for specific types of risk indicators. The levels are as follows:

- **Level 1** Exercise Normal Precautions: Lowest advisory level for safety and security risk
- **Level 2** Exercise Increased Caution: Heightened risks to safety and security
- **Level 3** Reconsider Travel: Avoid travel due to serious risks to safety and security
- **Level 4** Do Not Travel: Highest advisory level due to greater likelihood of life-threatening risks

More details on this scale are available [here](#).

- E. Chaperone:** An adult who accompanies and supervises participants during international travel and agrees to take on a defined set of responsibilities including but not limited to health, safety, and security. These responsibilities are defined by the Office of Global Education and/or Campus Ministry.

VI. CROSS REFERENCES:

- A.** University Policies, including but not limited to
 - I. [University Travel Policy](#)
- B.** Other University documents, including but not limited to
 - I. International Travel Request Form
- C.** Federal Regulations, Statement, and Mandates
 - I. [U.S. Department of State Travel Advisory Levels](#)

This policy will next be reviewed five years from the approval date/date of last review.