

**Student International Travel Policy:  
Regarding Travel to High Risk Destinations**

*Previous version Approved by Academic Council, April 2016  
Proposed changes approved by Council for Global Engagement, March 2018  
Approved by Academic Council, April 2018*

**Statement of Policy:**

*Destinations (countries, states, or cities) with travel advisory levels 2, 3 or 4 from the United States Department of State (DOS) or under an active travel advisory from the World Health Organization (WHO) and/or Center for Disease Control (CDC) may be determined to be high-risk travel destinations. All international university-related student travel to any such destination requires notification to the High Risk Travel Advisory Committee (HRTAC); travel to destinations with a level 3 or 4 DOS advisory requires review by the HRTAC and approval by the Vice President of the Sponsoring Unit.*

*For the purposes of this policy “international university-related student travel” is travel that benefits the student’s academic program (i.e., study, research, work and/or professional development); travel done on behalf of Clemson University; travel that is part of a Clemson University sponsored program; or, travel using funds processed through the university. Personal student travel is not covered by this policy.*

<b><i>Advisory Level &amp; Source</i></b>	<b><i>Required Protocol</i></b>	<b><i>Decision/Approval Authority</i></b>
<i>DOS Level 1 - exercise normal precautions</i>	<i>No additional action necessary</i>	<i>College and Clemson Abroad Office</i>
<i>DOS Level 2 - exercise increased precautions</i>	<i>Notification to HRTAC</i>	<i>HRTAC approves or recommends further review</i>
<i>WHO/CDC alert or advisory</i>		
<i>DOS Level 3 - reconsider travel</i>	<i>Full HRTAC review</i>	<i>Recommendation from HRTAC to Vice President of sponsoring unit. Final approval from Vice President.</i>
<i>DOS Level 4 - do not travel</i>		

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**POLICY GUIDELINES**  
Updated April 30, 2018

**Rationale**

Clemson University is committed to developing a wide variety of international study, research, and professional development opportunities for students; however, the university recognizes that situations exist in which the risks of travel may outweigh the advantages of the international experiences. The University reserves the right to cancel or alter any program when, based on a review of relevant information and resources, we determine that the security or health of students may be threatened.

The University recognizes that travel advisories vary in severity, that security situations may vary considerably within a single destination under a travel advisory, and that a travel advisory does not always negate compelling academic reasons for travel. Therefore, faculty, staff and students may request approval for student travel to destinations subject to a travel advisory. The University will review such requests on a case-by-case basis.

The **Office of Global Engagement** monitors information relevant to the safety of international student travel destinations from official sources as well as from our partners and colleagues abroad. Evaluation of security concerns and risks of travel includes:

- Monitoring the United States Department of State (DOS) travel advisories as well as alerts published by the World Health Organization (WHO).
- Communication with our international partners, host institutions and professional organizations.

**Composition of High Risk Travel Advisory Committee:**

- Associate Provost for Global Engagement (chair)
- Dean of Students
- Director of Clemson Abroad
- International Health, Safety and Risk Specialist
- One representative of college or unit sponsoring the program

The HRTAC regularly seeks additional information and counsel from the Offices of General Counsel, Risk Management, Redfern Health Services, Research Compliance, and other colleagues with relevant expertise or experience.

The **High Risk Travel Advisory Committee (HRTAC)** will review petitions for approval to travel to high-risk destinations and make a recommendation to the Provost or Vice President of the sponsoring division. The committee considers a variety of factors, the

most important being the safety of the students. The final decision to grant or deny a petition will be made by the Provost or Vice President of the sponsoring division, and the petitioner will be notified of the decision.

**Approval/Denial of Travel Request:**

If permission to travel is **granted**, then the student(s) may participate in the proposed activity, utilize university funding, and receive access to the risk management services provided by Clemson Abroad.

If the permission to travel is **denied**, the Office of Global Engagement will assist the student(s) in planning alternative travel. The university is not responsible for any claims or losses stemming from student travel regardless of the existence of a travel advisory.

If the student(s) travel despite the denial:

- Any travel to denied destination will be considered personal travel;
- No logistical support will be provided from the Office of Global Engagement to travel to denied destinations;
- No funds processed through Clemson may be used for this travel;
- No academic credit may be granted for activity conducted at destination whether concurrent with the program or after return;
- Students' enrollment at Clemson may be terminated for the duration of the travel.

**CATEGORIES OF PETITIONERS AND PARTIES RESPONSIBLE FOR INITIATING REVIEW**

1. **Clemson Sponsored Group Programs:** Faculty-Directed Study Abroad programs, group research, service, conference, performance and tournament travel. Group organizers or student leaders should initiate review.

This includes new programs, programs that have not been reviewed previously, and existing programs for which a new advisory is issued prior to the program start date.

2. **Independent Travel for Study, Research, Work/ Internships, or Conference Attendance (includes undergraduate and graduate students):** Student traveler should initiate review in conversation with the associated faculty/staff advisor.
3. **Clemson Students Participating in Non-Clemson Programs:** Student traveler should initiate review in conversation with associated faculty/staff academic advisor.

## **PROCEDURES WHEN NEW ADVISORY IS ISSUED FOR EXISTING/PLANNED TRAVEL AND FOR MULTIPLE/REPEAT TRAVEL**

- 1. Newly Issued Advisory for Travel in Process.** If a travel advisory is issued for a destination where Clemson students are currently traveling but where circumstances pose no immediate threat to student health or safety, the program will be reviewed by the High Risk Travel Advisory Committee which will make a recommendation to the Provost or Vice President of the sponsoring division about whether additional precautions, suspension or evacuation should be implemented.
- 2. Newly Issued Advisory for Existing Programs/Travel.** If a travel advisory is issued for a destination in which international university related travel is planned **before the departure date of the travel**, the travel will be immediately suspended, pending review appropriate to the advisory level. The faculty, staff or student may submit a request for a waiver of program suspension.
- 3. Multiple Programs to the Same Destination & Recurring Programs/Activities.** Reviews and subsequent decisions apply to single iterations of a specific program only (unless specified during the review). Approval or denial for one program in a specific destination does not automatically apply to another program in that same location, nor will permission to travel be automatically extended for repeat iterations of the program.

Clemson-sponsored activities and programs that have been reviewed and approved for travel within the past year may be eligible to petition for an expedited review if the following conditions are met:

- DOS and WHO travel advisories have not changed since the previous review.
- Previous program iterations have operated without safety or security incidents.
- No changes have been made to the program itinerary or design that would increase risk to the student or program (e.g. change in location, support staff, accommodations, and/or activities undertaken).

Programs meeting these conditions may submit a notification to repeat the program to the High Risk Travel Advisory Committee, which will make a recommendation to the Associate Provost of Global Engagement as to whether the approval should be extended or if full review is required. If extension of the approval is recommended, the Associate Provost will notify the Provost and Vice President of the sponsoring division.

## **PROCESS FOR SUBMITTING HIGH RISK TRAVEL NOTIFICATION AND/OR REQUEST FOR REVIEW**

- 1.** Faculty or Staff Member leading group travel or the student planning individual travel (hereafter “petitioner”) consults with Health, Safety and Risk Specialist (hereafter HSRS) in the Clemson Abroad Office. Process and required documentation will be discussed at this time (recommended 3-4 months prior to travel).
- 2.** Request is submitted to HSRS (at least 60 days prior to travel).
- 3.** HSRS alerts the High Risk Travel Advisory Committee (upon receipt of request).
- 4.** High Risk Travel Advisory Committee determines whether full review is required for travel to level 2 destinations. If full review is **not** required, HSRS notifies the petitioner(s). If full review is required, the High Risk Travel Advisory Committee will request additional information from the petitioner(s).
- 5.** High Risk Travel Advisory Committee conducts full review of travel to level 3 and 4 destinations and any others where circumstances require. Upon completion of review the High Risk Travel Advisory Committee makes a recommendation to the Provost or Vice President of sponsoring division.
- 6.** Provost or Vice President of the sponsoring division makes final determination of whether the university will grant approval to travel.
- 7.** The HSRS notifies petitioners of the decision.