

Colorado College Sponsored International Travel for CC Students Process and Guidelines

Scope: CC Student Travel

These guidelines govern all College-sponsored and College-permitted international travel for CC students. A trip is considered sponsored by CC if any of the statements is applicable:

- The trip is a part of a CC faculty-led course
- The trip is a part of a CC staff-led program
- The trip is organized on behalf of a CC organization, including, but not limited to student organizations, athletic groups, civic engagement groups, academic and administrative departments and offices
- A CC account contributed funds, or money is held and will be disbursed from a CC account for the trip

These guidelines also govern CC student travel that is not CC-sponsored but has been explicitly permitted by the college (e.g., via consultation with faculty or staff so that the work completed on the trip will be considered or approved for academic credit).

General Principles

To protect the safety and well-being of students who travel abroad for Colorado College-sponsored purposes, Colorado College typically will not support or sponsor student travel to regions/countries that are rated as higher risk as defined by:

- a U.S. Department of State (USDOS) risk rating of 3 or 4¹ (note: no travel will be approved to regions that USDOS gives a risk rating of 4)
- a Center for Disease Control (CDC) Travel Warning², or
- an International SOS risk rating of “high” or “extreme”³ (note: no travel will be approved to regions that SOS give a risk rating of “extreme”).

Locations that match one or more of these criteria will be referred to as HRR (higher risk rating) locations as an abbreviation.

For travel to non-HRR locations (locations that have a USDOS risk rating of 1 or 2, CDC Travel Alerts, or International SOS medium risk ratings) the trip organizers should follow the College’s standard procedures for trip planning to ensure appropriate precautions are made.

Students should not go to HRR locations in College-sponsored travel and faculty and staff must not send students to such locations unless and until a Higher-Risk Travel Exemption has been approved.

Even when an exemption has been granted, students will not be required to study in a HRR location in order to satisfy a course or degree requirement. Any student who wishes to decline participation in such an activity must be accommodated.

Exemptions for Travel to Locations with Higher Risk

Faculty and staff who have a compelling educational reason to operate a College-sponsored trip in HRR locations must submit a Higher-Risk Travel Exemption Request (appendix 1) during the planning of the course. Students organizing College-sponsored independent travel are responsible for completing the student travel review form, which includes a review for HRR locations.

If the exemption is approved, all student participants will need to submit to the Office of International Programs (OIP) the Higher-Risk Travel Waiver Form (appendix 2) signed by the student and a parent/guardian.

- All Higher-Risk Travel Exemption Requests should be submitted to the Director of International Programs (or the Assistant Director). Any questions about the travel exemption request process should be directed to the Director of International Programs.
- For travel organized within the Academic Division the safety and security findings, along with a recommendation on whether or not an exemption should be granted will be presented by the Office of International Programs to the Office of the Dean.
- For travel organized outside of the Academic Division, the safety and security findings will be provided to the Vice President of the sponsoring division, who will have the final authority on whether or not an exemption is granted.
- Questions about the HRR exemption request process should be directed to the Director of International Programs.

A Higher-Risk Travel Exemption may be granted when:

- there are essential academic objectives that can only be achieved through travel to the proposed location;
- the safety and security risks posed by the travel can be adequately mitigated in compliance with best practices from such entities as the Overseas Security Advisory Council (OSAC) of the USDOS, NAFSA's "Responsible Study Abroad", International SOS, or The Forum on Education Abroad's "Standards of Good Practices" Standard #8 (health, safety, security, and risk management); AND
- the proposed travel and associated risk is consistent with the College's mission and tolerance for risk.

If the HRR is issued before the start of the course/trip/student independent travel (students are not in the HRR region/country):

The Director of International Programs, upon receipt of the Higher-Risk Travel Exemption Request, will collect information to appraise the travel safety and risk of the HRR location. Sources may include, but are not limited to: USDOS, OSAC, CDC, travel advisories from Australia, Canada, France, the U.K. The Director will also consult with CC's Associate Vice President for Administrative Services, Director of Campus Safety and Emergency Management, Associate Vice President for Student Life as appropriate. Much weight will also be placed on the risk ratings, analyses, and recommendations from International

SOS, and whether or not International SOS is able to offer timely and comprehensive coverage in the travel location.

Factors considered in reviewing the travel advisories and whether or not adequate mitigation is possible includes, but is not limited to: Do the advisories mention certain regions within the country? Do they mention specific types of violence and has the violence been directed at US citizens and US traveling parties? Do they mention concerns about the possibility of border closings that would prevent US citizens from leaving the country? How might CC participants with citizenship from other countries be affected and will there be any impact their presence might have on the CC group? What is the ability of the corresponding non-US country to provide support and/or assistance to a citizen of their country? What type(s) of health risk is there and how does it relate to the activities on the trip, and can the risks be adequately mitigated?

In reviewing if the academic objectives are essential and indispensable in the course/curriculum, and can only be met through travel to the HRR location, the College will rely on the proposing faculty/staff's expertise, discussion with the International Studies Committee and the Office of the Dean, as well as on the practices and current decisions of other colleges and universities.

The Director and the Dean's Office/VP of the sponsoring division may also consult with the faculty/staff leading the trip, additional faculty members with expertise in the area, and external resources for security and safety advice. The Director makes a recommendation to the Office of the Dean/VP of the sponsoring division. When the exemption request decision is made, the Director of International Programs (or the Assistant Director when Director is absent) communicates the decision to the faculty/staff/student(s). The College reserves the right to revoke support for trips at any time there has been a significant deterioration in the safety and security conditions in the region of the country or countries where travel is to occur.

If a HRR is issued after student travel has begun:

The Director of International Programs will communicate with the faculty and staff in the HRR country. The Director will review the new travel advisories using the same sources and metrics above, to determine if the circumstances pose a threat to the health or safety of the CC students, faculty, or staff, and whether any travel restrictions must be implemented (e.g., limiting travel within a country). Any student's request to leave a program in a country under a higher risk rating should be accommodated as soon as feasible.

Based on the risk appraisal resources above, in the case of an immediate threat to the participants' health, safety, or welfare, the College (via the decisions of the Dean's Office or the sponsoring division, and the Director of International Programs), may immediately suspend a program/trip and begin relocation proceedings. Such action will be immediately communicated to the President, the chair/director of the unit sponsoring the trip, and Office of Communications.

Students are responsible for decisions concerning their travel.

Students are ultimately responsible for their own safety and are expected to monitor travel advisories and information from the sources listed above, most of which are accessible to the public. Students should not enter areas or remain in areas if they become aware that there is a risk of violence, civil unrest, communicable disease, or other threats to their health or safety.

¹USDOS risk ratings

1= exercise normal precautions

2=exercise increased caution

3=reconsider travel

4=do not travel

²CDC health notices

Watch Level 1=practice usual precautions

Alert Level 2=practice enhanced precautions

Warning Level 3=avoid non-essential travel

³SOS risk ratings

Insignificant

Low

Medium

High

Extreme