

TUSKEGEE UNIVERSITY

University Policy: INTERNATIONAL TRAVEL POLICY

Policy Category: Operational Policy

Subject: International Travel Policy

Office Responsible for Review of this Policy: Office of Business and Fiscal Affairs/Global International Studies Office

I. SCOPE

This policy applies to all university-supported or university-related international travel, including but not limited to international travel for research, educational, co-curricular, or administrative purposes (with or without a student or students), international study, exchange programs, and student group travel (of any duration and whether offered for credit or not). This policy is applicable to all students, faculty, and staff of Tuskegee University engaged in university supported international travel.

II. POLICY STATEMENT

While the University supports international travel by faculty, students, and staff, it also recognizes the risks associated with international travel. Therefore, travel must be authorized and have all the authorized signatures before final approval. The University has the right to deny any university sponsored travel due to substantial travel risk and failure to adhere to the signature process.

III. PURPOSE

The purpose of this policy is to outline the approval process for university-supported or university-related international travel, and related requirements, thereby promoting such travel while mitigating associated risks.

IV. TO WHOM THIS POLICY APPLIES

This policy applies to all Tuskegee University students, faculty, and staff who will engaged in university supported international travel, whether they are traveling or involved in the approval process.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. SIGNATURE, DATE, AND APPROVAL

Approved:



Brian L. Johnson, PhD
President

Date Approved:

TUSKEGEE UNIVERSITY INTERNATIONAL TRAVEL POLICY

In an effort to support international travel activities and to also address and mitigate health, safety, and other risks associated with international travel, Tuskegee University established the Tuskegee University International Travel Policy to be adhered to by its students, faculty, and staff participating in international travel activities. This policy will require the review of international travel plans to alleviate risk, educate faculty, staff, and students on the issues related to risk management, health and safety, and export controls, and will allow the University to maintain better records of its international work. Faculty, staff, and students who participate in international travel activities do so on a voluntary basis.

I. POLICY

Tuskegee University encourages and supports international travel by its faculty, staff and students and is keenly aware that such travel may pose significant safety risks. To assist travelers on official university business including study abroad, the university has developed this International Travel Policy.

- A. All international travel sponsored or supported by the university must be registered through the Tuskegee University Global Office and receive final approval through the Office of the President.
- B. Academic units and college are responsible for review of program and course subject matter and instructional delivery methods. Program proposals that have the support of the chair(s) and dean(s) of the sponsoring Tuskegee University college(s)/school(s) are submitted to the Director of the Tuskegee University Global Office. When completed proposals are received, they will be reviewed by a committee selected by the Provost and comprised of faculty, staff, and the Director of the Tuskegee University Global Office. Following the committee review, proposals will be forwarded to the Provost with the review committee recommendations for review and approval.
- C. The Provost grants travel authorization for faculty and students, after the program/travel has been approved by the Tuskegee University Global Office Committee, with final approval in the Office of the President. The Tuskegee University Global Office Committee is comprised of representatives from all academic units and other key departments across the University who has been charged to review all international travel requests to ensure that all policies have been fulfilled and all documentation has been properly submitted. This committee will also monitor the safety risks of all participating countries to mitigate any and all threats to representatives of Tuskegee University. All international travel receives final approval through the Office of the President.
- D. Tuskegee University faculty, staff, and students participating in university authorized international travel are **required** to consult with the Office of Business and Fiscal Affairs to discuss health insurance that provides emergency coverage during international travel. Documentation must be provided to the Tuskegee University Global Office.

- E. The University reserves the right to restrict, deny, or postpone any university sponsored or supported international travel program or activity, if in the determination of the committee, Provost, or the Office of the President, the risk of travel is substantial.
- F. To ensure that international travel is properly authorized, all units should follow the procedures contained in Appendix A. Units within the Academic Affairs Division need to also follow the procedures outlined in Appendix B.
- G. University faculty, staff, and students who do not follow this policy will bear full responsibility for any liability resulting from their travel.
- H. All international travel receives final approval from the Office of the President.

The International Travel Policy is applicable to all faculty, staff, and students of Tuskegee University engaged in university supported or sponsored programs and activities, and is effective immediately.

APPENDIX A

INTERNATIONAL TRAVEL AND SAFETY PROCEDURES

General Requirements

- ✓ Freshmen students may apply to study abroad programs during their second semesters at Tuskegee University; Tuskegee University encourages freshmen students to work closely with the Tuskegee University Global Office and their academic advisor. We also encourage transfer students to experience a semester at Tuskegee University studying abroad.
- ✓ The Tuskegee University Global Office requires a minimum of a 2.5 Grade Point Average (GPA), but a GPA of 2.75 is preferred. However, some foreign universities may have a higher GPA requirement, so the student should meet with a Study Abroad advisor to learn more about foreign university requirements.
- ✓ If all requirements to participate in international travel programs are not met, the Director of the Tuskegee University Global Office has the right to refuse participation.

Approval

- ✓ All international travel proposals should be submitted to the Tuskegee University Global Office as follows:
 - Spring and Summer travel proposals should be submitted by October 15th
 - Fall international travel proposals should be submitted by June 15th
- ✓ All international travel involving faculty, staff and students in programs sponsored by units in Academic Affairs must first be approved by the respective dean and unit head then submitted to the Tuskegee University Global Office. The Tuskegee University Global Office shall serve as the routing office for final approval of all international travel. The Tuskegee University Global Office will ensure all basic information is included in the international travel packet such as completed Emergency Contact and Insurance Form, and a signed Consent and Release Agreement form before transmitting the document to the Office of the Provost.
- ✓ The Tuskegee University Global Office will review the documentation and ensure that the travel is legitimate and transmit the documents to the Office of Business and Fiscal Affairs to ensure the required health insurance that provides emergency coverage during international travel is in place. Once that information has been ascertained the travel packet will be sent the Office of the President for final approval.
- ✓ Student requests to attend study abroad programs sponsored by other Universities can be approved only for purposes of academic credit. Such approval implies no judgment about the program or the safety of its location. Students assume complete responsibility and risk in attending these programs, which must be stated and signed by the student on the request form.
- ✓ Staff travel must be authorized and approved by the director/vice president in charge of the department or his/her designate with final approval coming from the Office of the President via the Tuskegee University Global Office.

- ✓ Student participants in study abroad programs and university-sponsored international activities must sign a Consent and Release Agreement Form and complete an Emergency Contact and Insurance Form prior to their departure. The originals of these forms must be kept on file for a minimum of three (3) years by the Tuskegee University Global Office.

Orientation

- ✓ All study abroad programs and university-sponsored international activities involving students must include two (2) pre-departure orientations for all participants. An orientation will be conducted by the Tuskegee University Global Office, once the approval is awarded. A second orientation will be conducted by the department to include the Tuskegee University Global Office prior to departure. The pre-departure orientations are mandatory.
- ✓ There will also be an orientation once the participants arrive at the international destination. This should be coordinated by the host and the Tuskegee University Global Office.
- ✓ The academic or administrative unit sponsoring the activity will be responsible for arranging the pre-departure orientation sessions and will ensure that all participants are in attendance.
- ✓ At a minimum, the pre-departure orientation must include a discussion of appropriate and expected behavior for participants by reminding them of the off-campus behavior policy located in the Tuskegee University Student Handbook; potential social, political, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents.
- ✓ The pre-departure orientation must also include a session to ensure that all paperwork is completed; any necessary vaccinations are communicated to the participants; and all VISA or Passports are current.
- ✓ Participants will be subject to the laws and customs of the locations they visit. Tuskegee University is not responsible for the violation of any laws and customs by participants.
- ✓ The TU Student Handbook, Staff Handbook, Faculty Handbook and all other academic policies or rules apply to all university-sponsored activities abroad.
- ✓ TU participants in international activities are encouraged to schedule a re-entry orientation coordinated by the Tuskegee University Global Office when the activity is for a semester or more. All Tuskegee University students who study abroad should be prepared to participate in a seminar upon their return to discuss their international experience with others on campus who may be preparing to study abroad.

Emergencies

- ✓ In the event of an emergency, while participating in a TU international activity, the participant should immediately contact:
 - the nearest U.S. consular service for direct assistance
 - the Tuskegee University on-site program director or staff
 - the Tuskegee University Tuskegee University Global Office

- ✓ If medical attention is needed, the participant should contact their international travel insurance provider.

Distribution and Change of Policy and Procedures

This policy should be made available to every person traveling abroad for any Tuskegee University sponsored program or activity. Tuskegee University reserves the right to change this policy and procedures in light of changing circumstances affecting travel, safety, health, or other matters related to the best interest of the University.