

Loyola University New Orleans
Center for International Education
Policies and Waiver for a Loyola Exchange/Faculty-Led program in a Country with a Level 3 or 4 Travel Advisory

Policy and Procedures for Study Abroad in Sites under a Level 3 or Level 4 State Department or Center for Disease Control Travel Advisory

POLICY

Loyola University New Orleans sets guidelines about how, when and where students may study abroad and considers issues of terrorism, war, disease and other risks to travelers. Accordingly, the University observes the following policy:

If the U.S. Department of State or the Centers for Disease Control issue a Level 3 or Level 4 travel advisory for a particular country or region within a country, Loyola will suspend approval of any current program or individual study abroad by Loyola students in that country as long as the Level 3 or Level 4 travel advisory is in effect and will not approve any new programs unless an application for a waiver of this policy is approved. Without approval of the waiver application, university support is withdrawn and no academic credit will be awarded for programs in those countries nor will federal financial aid be granted for study in such locations.

In reviewing the request for a waiver of this policy, the university should carefully review the actual travel advisory as well as other sources such as the recommendations of other countries such as Canada, the United Kingdom and Australia. In some situations, a Level 3 or 4 travel advisory may be very narrowly defined (e.g., the February 8, 2012 travel warning for Mexico) and there may be legitimate academic reasons for developing or continuing a program or exchange in that country.

When a Level 3 or Level 4 travel advisory is issued, one of the following applications/requests will be required in order for a program to be considered:

1. For a Loyola Exchange/Faculty-led program, the director or CIE must submit a "Waiver for a Loyola Exchange/Faculty-run program in a Country with a Level 3 or 4 Travel Advisory."
2. For a student requesting approval of a non-Loyola program in a country with a Level 3 or 4 Travel Advisory, the student must complete the "Student Application for Waiver of Loyola policy on study in a country with a Level 3 or 4 Travel Advisory."

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Procedures For Loyola Programs in Country where there is a Level 3 or 4 Travel Advisory

1. **Timeline** - The application must be submitted to the Internationalization Review and Advisory Committee according to the following deadlines:
 - a. **For a program currently abroad** - within one week of the issuance of a Level 3 or 4 travel advisory. An email should be sent to the students abroad with the travel advisory and letting them know that the university is currently reviewing the warning and will notify the students of its decision of whether or not to cancel the program.
 - b. **For a program that is planned or being promoted** - within 2 weeks of the issuance of the Level 3 or 4 travel advisory or as determined by Risk Management and CIE.
 - c. **For a new program or exchange** - The application must be submitted to the Internationalization Review and Advisory Committee along with the application for a new program
2. **Application** – A faculty director or CIE submits the waiver for a Loyola Exchange/Faculty-Led program in a country with a Level 3 or 4 travel advisory” and any supporting documentation.
3. **Review** - The Internationalization Review and Advisory Committee reviews the request and forwards their recommendation to the provost and/or the UC&CC.
4. **Provost decision**
 - a. **Waiver Approved** - If the Provost approves the request, then any student applying for that program must receive a copy of the travel advisory along with the completed waiver. The student must sign off in the online application system that they have read the warning and the waiver. A copy of these documents should also be sent to the parents. If a waiver is approved, then the travel advisory must be reviewed annually until a new travel advisory or revision occurs. If a new Level 3 or 4 travel advisory is issued, then the program will be reviewed as per the procedures above.
 - b. **Waiver rejected** – If the provost determines that a program should be cancelled or suspended or not approved due to the situation reflected in the Level 3 or 4 travel advisory, the faculty director or CIE will notify any current students.
5. **Refunds and withdrawals**
 - a. If the provost determines that a program should be cancelled or terminated due to a Level 3 or 4 travel advisory, the process for notification and refunds will be determined by the provost based on recommendations from the Internationalization Review and Advisory Committee.
 - b. If the provost determines that a program may continue in spite of the Level 3 or 4 travel advisory, students may still choose to withdraw and any student choosing to withdraw from the program will receive a refund based on the following:
 - i. Prior to the start of the program, students will be permitted to withdraw and every effort will be made to find an alternate program. If an alternate program cannot be found, every effort will be made to refund any fees but the actual amount of refund will be determined on a case-by-case basis.
 - ii. When students are abroad, the updated information must be distributed within 72 hours to students and students will be permitted to withdraw. Every effort will be made to allow students to complete their coursework after their return. Students shall be refunded any fees not already expended.

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Advisory**

Instructions: Please complete all pages of this form (attaching additional pages, if necessary) and bring to the appropriate administrators for signatures. Submit all documentation to CIE within one week of the issuance of a Level 3 or 4 travel advisory for a program in progress or within 2 weeks of the issuance of the Level 3 or 4 travel advisory or as determined by Risk Management and CIE for a proposed/approved program. For new programs, the waiver should be submitted with the application for a new program. Submit all required materials to the Center for International Education (*Emailed submissions preferred*). (*cie@loyno.edu*)

Program and Director Details

Name: _____ Title: _____ Department: _____

E-Mail: _____ Phone: _____

Title of Program: _____

Location (country and cities –*be specific*): _____

Exact Dates of Proposed Program: _____

Phone number(s) where Director/On-site coordinator can be reached internationally:

Partner University/Study Abroad Program Contact

If the program is an exchange or uses a 3rd party provider, please provide a contact for CIE to work with in the event of a crisis:

Name & Title: _____ Department: _____

Phone Numbers (cell/work/home): _____

Email: _____

Secondary Contact Person: _____ Phone: _____

Required Signatures

Faculty Director/CIE Signature: _____ Date: _____

Academic Chair/Vice-Provost Signature: _____ Date: _____

Name: _____ Department: _____

Dean Signature: _____ Date: _____

Name: _____

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SAFETY & SECURITY ASSESSMENT

1. Contact Risk Management to obtain a country specific security rating and attach a copy to submit with your application. Please circle the appropriate security rating.

Insignificant Low Medium High Extreme

2. The U.S. State Department website is www.travel.state.gov and lists country-specific Travel Advisories for U.S. citizens. Please summarize (do not copy/paste) the current State Department Travel Advisory for your location.
3. Describe your level of familiarity with the proposed international location.
4. With regard to the current State Department Travel Advisory and your own health/safety/security assessment of the proposed location, what risks might students encounter while traveling and/or at the proposed site? Please specifically address the housing of the students and transportation between their housing and study location.
5. What specific steps will you (or the host institution) take to mitigate these risks? What is your emergency plan (or the host institution) as it relates to natural disasters, civil/political unrest, and medical emergency related to accident or injury? Please be as specific and detailed as possible.
6. How will you inform students of the risks involved with travel to the proposed location? What information will you provide, and how will you educate the students on mitigating risk?
7. Why should the university approve this waiver to have a program in a country where there is a Level 3 or 4 travel advisory?
8. *For a faculty led program, please provide a complete itinerary of your travel, including all departure/arrival dates, airline flight #'s, locations, addresses and modes of transportation*
9. *For an exchange program, please describe the services that the partner institution will provide.*