

# UNIVERSITY of WISCONSIN LA CROSSE

## International Travel Risk Policy

### I. Scope

This policy applies to all students and University employees participating in international travel sponsored, organized, supported or recognized by UW-La Crosse. Travel is sponsored, organized, supported, or recognized by the University when any of the following occurs:

- It is part of a University-sponsored program – a program organized and administered by a University employee, student, or student organization;
- It is part of a program or official University trip administered by another institution or organization under an agreement with UW-La Crosse;
- Students receive University academic credit for courses taken during the travel;
- Faculty or staff members receive financial compensation or are traveling on official University business; or
- It is organized by the University, such as trips organized and led by members of the faculty, acting in their official capacity.

Examples of international travel sponsored, organized, supported or recognized by UW-La Crosse may include:

- Education abroad programs - study, student teaching, participation in exchange programs, internships, or coops;
- Travel by any University employee or student for the purpose of University-related research, sabbatical, professional conferences, site visits, service projects, or participation on official delegations.

This policy does not apply to any personal travel a University student or employee elects to undertake, including non-UW-La Crosse spring break travel or travel between semesters. It equally does not apply to personal travel taken prior to, after, or during travel covered by this policy, such as a weekend trip taken by a student participating in a University sponsored or affiliated education abroad program.

### II. Policy

Any student or University employee planning to participate in an education abroad program, travel internationally on University business, or lead a program abroad is responsible for consulting the U.S. Department of State (DoS) and Center for Disease Control (CDC) websites to confirm if there are any elevated travel advisories and/or notices in their proposed program/project travel destination(s) abroad.

- U.S. Department of State Travel Warning List:  
<http://travel.state.gov/content/passports/english/alertswarnings.html>
- Center for Disease Control Travel Health Warning List:  
<http://wwwnc.cdc.gov/travel/notices>

UWL does not permit travel to any location with a CDC Warning Level 3 (CDC3) notice nor does UWL permit travel to any location with a DoS Level 4 advisory (DoS4). If immediate risk is identified for locations with lower alert levels, UWL may make an immediate decision to restrict travel, cancel university sponsored programs or require students to return from their program abroad.

### III. Program Suspension and Cancellation

If a country has an elevated DoS advisory or CDC alert, the University reserves the right to suspend or cancel any official University travel to that country and cancel any outgoing University sponsored programs that had previously been approved. The International Education Risk Management Team may

be comprised of the Director of International Education & Engagement (IEE), Dean of Students, Medical Supervisor, Risk Management Officer, and other UWL stakeholders with expertise in the area (as determined by UWL Vice Chancellors). Recommendation for travel suspension or cancellation will be made by the committee to UWL Vice Chancellors who will determine if program suspension, cancellation, or modification is warranted.

When it is non-university business hours and an immediate decision must be made to cancel a program or have students return home, the IEE Director and Medical Supervisor will make the decision and confirm program cancellation and student withdrawal with the Provost or next available Vice Chancellor.

**A. Alerts and Advisories Issued Once a Program is Underway**

If a program is currently underway when a DoS4 advisory or CDC3 alert is announced and there are circumstances that pose an immediate threat to the health and safety of the student(s) or University employee(s) abroad, the International Education Risk Management Committee has the discretion to suspend a program and begin evacuation proceedings immediately.

If the committee determines that there is no immediate threat to the student(s) or University employee(s) abroad it may opt to monitor the situation closely and recommend program or itinerary changes as needed in lieu of immediately suspending a program and beginning evacuation proceedings.

In the event that the program is cancelled, International Education & Engagement will facilitate Cultural Insurance Services International (CISI) benefits and contingency funds should be made available to assist the student(s) and employees, who are actively working with the University to return home, in recovering remaining program expenses and fees associated with airline ticket changes. Every effort should be made to complete the academic program at UW-La Crosse or at the student's home campus. students/employees who are actively working with the university to relocate or return home

**B. Alerts and Notices Issued After Program Approval but Prior to Program Departure**

In the event that a DoS4 or CDC3 alert is issued after a UW-La Crosse program has been approved and advertised, but prior to program departure, the International Education Risk Management Committee has the discretion to suspend, modify, or cancel a program.

If the committee determines that there is no immediate threat to the student(s) or University employee(s) based on the proposed program/project itinerary, it may opt to monitor the situation closely and recommend program or itinerary changes as needed in lieu of immediately suspending or cancelling the program or project.

If the committee determines the program/project must be cancelled, every effort will be made to redirect the student(s) or University employee(s) involved to a different program/site in a country not under a DoS4 or CDC3 alert. If this is not possible, International Education & Engagement will facilitate CISI benefits and contingency funds should be made available to assist the student(s) in recovering any funds lost on airfare and other unrecoverable expenses.