TO: Liz Grobsmith, Center for International Education; Becky McGaugh, Contracting and Purchasing Services; University Legal Affairs, Astrid Klocke, Extended Campus/Personalized Learning; Bruce Fox, Faculty Senate; Beth Applebee, Medical Services

FRM: Jim Coleman, Provost

RE: International Travel Review Committee

The International Travel Review Committee was established in the spring of 2014 to assist the Center for International Education in the review of faculty-led student travel requests to areas or countries that pose some liability or safety risk as covered by U.S. Department of State Travel Warnings. To assist the CIE in determining approval for such trips, the university recognizes that the decision in these matters should not be based solely on the existence of a Travel Warning, and the Travel Committee was formed to assess trip-specific risks in light of corresponding academic value. The following offices are represented on this committee:

- Center for International Education
- Contracting & Purchasing Services, representing NAU and State Risk Management
- University Legal Affairs
- The university faculty, represented by a person appointed by the Faculty Senate;
- And, in cases where health issues are of special concern, Medical Services

The committee meets as needed to review those proposals by faculty or departments for international student experiences where the initial review by the CIE identifies 1) an existing Travel Warning, 2) an existing Travel Alert in a particularly dangerous country, or 3) some other specific indication of risk, leading to CIE non-approval, and where the travel leader chooses to challenge CIE's determination. Factors to be discussed or assessed include:

- duration of trip (few hours versus days or weeks);
- nature of the activity itself;
- proximity of travel area to recent security incidents, violence, kidnappings, etc. as reported by resources available to State Risk Management and others;
- academic value of the experience, including any unique or unusually meaningful aspects of the experience relative to the students' educational goals;
- particular health or medical issues that might be encountered in the region;
- assessment of actual risk (probability of adverse event) as well as potential liability.
- assurance that there are reasonable alternative assignments for students who may be unwilling or unable to travel abroad or sign a waiver of risk.
The committee shall review written materials submitted by the proposing faculty member, as well as any specialized resources or information available to them in their university roles. The committee may choose to talk directly with the proposing trip leader if that is perceived to be helpful. The committee shall make a recommendation to the university Provost about whether the trip should be approved or not; the Provost shall communicate a final decision to the proposing faculty member and the CIE after consultation with the President.

In all cases students shall be presented with a waiver prepared or approved by NAU Risk Management or the Office of Legal Affairs, to be read and signed, and in no case shall a student be required to participate in any trip as a course requirement.