

# Travel to Destinations of Elevated Risk

Policy 510.2

## 1 Introduction

Appalachian State University ("University") is committed to preparing students to lead purposeful lives as engaged global citizens. Through the curriculum, co-curricular activities, relationships with scholars and students from around the world, education abroad programs, grants and scholarships for collaborative research abroad, and numerous cross-cultural programs, the University creates opportunities for students to understand the world and be active participants in it. This commitment to internationalization leads many faculty members, students, and staff members to travel internationally each year.

The purpose of this policy is to articulate protocols governing proposed travel to countries for which the United States Department of State has issued a Travel Advisory Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) or the United States Centers for Disease Control and Prevention has issued a Travel Health Notice Level 3 (Avoid All Non-Essential Travel) for the country or area of travel.

## 2 Scope

2.1 This policy applies to all Appalachian State University employees and students when they engage in University-Sponsored Travel.

2.2 This policy applies to all co-leaders, lecturers, approved guests, and any other individuals (whether or not they otherwise have an affiliation with the University) who accompany University faculty, staff, or students on University-Sponsored Travel.

## 3 Definitions

### 3.1 Global Health and Safety Committee

An ad hoc Committee composed of individuals designated by the Office of the Provost to provide recommendations regarding requests for exceptions to travel restrictions pursuant to Section 4.2 of this policy. The Vice Provost for Undergraduate Education will chair and convene the Committee. The composition of the Committee will vary from case to case and will include, where feasible, individuals with expertise in the region or country in question, the purpose of the travel, familiarity with University policies and procedures relating to travel abroad, or other expertise helpful to considering the request for an exception to travel restrictions. The Director of Education Abroad and the Director of Enterprise Risk Management will both serve as permanent members of the Committee.

### 3.2 Destinations of Elevated Risk

A destination of elevated risk is any region or location that is designated by the US Department of State or US Center for Disease Control as the following:

- a. US Dept of State – Travel Advisory of Level 3 (Reconsider Travel) or Level 4 (Do Not Travel);
- b. US CDC – Travel Health Notice Level 3 (Avoid all Non-essential Travel).

### 3.3 University-Sponsored Travel

Travel which is led by a University employee or for which academic credit is awarded, or any other travel administered by, conducted under the direction of, or with financial support from, any University department, program, or office

## 4 Policy and Procedure Statements

### 4.1 Travel Restrictions for to Destinations of Elevated Risk

4.1.1 As a general rule, the University will not support travel to destinations of elevated risk.

4.1.2 Regardless of a destination's risk status, the University reserves the right not to approve support for international travel, or to rescind previously approved support, any time when, in the University's sole discretion, the University determines that travel should not be supported for reasons of health or safety.

## 4.2 Requests for Exceptions to Travel Restrictions

4.2.1 In rare instances based upon compelling circumstances, an exception may be granted allowing travel to a destination of elevated risk.

4.2.2 A request for an exception to travel to a destination of elevated risk may be made as follows:

Requests for exceptions for faculty-led travel to destinations of elevated risk must be made at the time the Office of International Education and Development ("OIED") proposal for establishment or renewal of a program is due. If the risk level changes after the program application process has begun, the faculty leader must submit a request for exception within two weeks of the change. Any other request for an exception (e.g., individual faculty or staff University-Sponsored Travel, individual student travel for research, field work, internship, or any other University-Sponsored Travel) must be submitted via the International Travel Plan Form in Veoci. Requests should be made at least 90 days prior to the proposed travel. To complete a request for exception, the traveler must provide the following information on the International Travel Plan Form:

- A. Traveler's name, banner id, email, phone number and affiliation with the University;
- B. Location where the traveler intends to travel;
- C. Purpose of the proposed travel;
- D. Proposed date of departure and return to the US;
- E. Travel Advisory Information (Travel Advisory Level);
- F. Travel Contingency Plan (Emergency Contacts, Lodging Information, Medical Care, Financial Contingencies, Meal Information)

The traveler will also be required to enroll in the University's international travel health insurance plan and agree to sign an assumption of risk and waiver forms acceptable to the University.

4.2.3 The Global Health and Safety Committee will consider the materials supporting the request for an exception, as well as any other information it deems relevant and helpful to make a reasonable and deliberate assessment of the request. Should the Committee approve the request, the traveler will be required to sign an Assumption of Risk and Waiver form acceptable to the University.

## 5 Additional References

[United States Department of State International Travel/Alerts and Warnings, as amended](#)

[Centers for Disease Control and Prevention/Travel Health Notices, as amended](#)

## 6 Authority

[The University of North Carolina Policy Manual and Code, The Code Section 502.](#)

## 7 Contact Information

Office of the Provost and Executive Vice Chancellor (828-262-2070)

## 8 Original Effective Date

October 21, 2015

## 9 Revision Dates

March 7, 2018  
July 14, 2021  
April 13, 2022  
June 21, 2023