

**Executive Memorandum No. 25****Policy on University Sponsored International Travel by Students, Faculty, Staff, or Members of the General Public to Countries/Areas Under a U.S. Department of State Level 3 or Level 4 Travel Advisory or Centers for Disease Control and Prevention Travel Health Notice****Purpose**

In seeking to balance the benefits of international travel on educational, research, and outreach activities with the potential risks such travel might pose to students, faculty, staff, and members of the general public, the University relies on the guidance provided to travelers by the U.S. Department of State (U.S. DOS) and the Centers for Disease Control and Prevention (CDC).

This policy and related procedures complies with the process amended by the U.S. DOS in 2018 to inform citizens of international travel health and safety risks. The U.S. DOS Travel Advisory system replaces the prior Travel Alerts and Warnings system.

- **U.S. Department of State Travel Advisories:** The U.S. DOS Bureau of Consular Affairs administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Country Specific Information and Travel Advisories are vital parts of this program. An overall Travel Advisory level is issued for each country, but levels of advice may vary for specific locations or areas within a country. Travelers are encouraged to check not only the overall country level alert, but also regional or local areas within the country, which may differ from the overall country level alert. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety.
- **Centers for Disease Control and Prevention Travel Health Notices:** The CDC is one of the major operating components of the United States Department of Health and Human Services. The CDC issues Travel Health Notices to inform travelers about current issues that may affect their health when visiting specific destinations. The CDC issues three types of Health Notices: Watch Level 1; Alert Level 2; and Warning Level 3. A Travel Health Notice at Warning Level 3 is issued when the CDC recommends that travelers avoid all non-essential travel to a destination due to high risk.

**Definitions**

- *CDC High Risk Warning Country:* a country designated by the CDC as a Warning Level 3 country, or a country at high risk to travelers (Avoid all nonessential travel/Red).
- *US DOS Level 1 country/area:* a country or area determined by U.S. DOS to be at the lowest advisory level for safety and security risk (Exercise Normal Precautions/Blue).
- *US DOS Level 2 country/area:* a country or area determined by U.S. DOS to pose heightened risks to safety and security (Exercise Increased Caution/Yellow).
- *US DOS Level 3 country/area:* a country or area determined by U.S. DOS to pose serious risks to safety and security (Reconsider Travel/Orange).
- *US DOS Level 4 country/area:* a country or area determined by U.S. DOS to be at the highest advisory level due to greater likelihood of life-threatening risks (Do Not Travel/Red).

- *University-Sponsored International Travel*: include, but are not limited to, Nebraska affiliated, approved unaffiliated and approved non-Nebraska study abroad programs; internships; field studies; service learning; research; athletic competitions; arts performances or exhibitions; and volunteer, experiential, or work programs sponsored, endorsed, or administered by the University.

### **Travel by Students and Members of the General Public**

*It is the policy of the University of Nebraska that no students or members of the general public shall depart from the United States on University-Sponsored International Travel to a US DOS Level 3 or Level 4 country, a "Reconsider Travel" or "Do Not Travel" area within a Level 1 or Level 2 country or a CDC High Risk Warning country. If a US DOS Level 3 or Level 4 Travel Advisory or CDC Warning is issued after departure, the guidance provided by the U.S. DOS or CDC shall be followed by participants in the affected area until the senior international officer on the pertinent campus provides guidance and direction regarding the steps necessary to insure health and safety, including possible return to the United States. The senior international officer of the pertinent campus shall notify the senior international officer for the University of Nebraska regarding actions planned or taken in such situations.*

### **Waiver Process for Students**

Travel waiver requests should be submitted at least six weeks prior to travel to ensure review and determination of the request in time for travel to occur.

A waiver to the prohibition on University-Sponsored International Travel to US DOS Level 3 and Level 4 countries/areas may be considered in exceptional circumstances and can be requested through the process noted below. No waiver will be provided for travel to countries which are CDC High Risk Warning countries.

- An administrator or faculty leader of a University-Sponsored International Travel program to a US DOS Level 3 or Level 4 country/area or a "Reconsider Travel" or "Do Not Travel" area within a Level 1 or Level 2 country or an administrator on behalf of a student seeking to participate in a faculty -led or a non-faculty-led program benefitting the student's curriculum of study, may petition for a waiver to the policy by submitting, in writing, a written request to the cognizant Chancellor. The request should include a detailed explanation of why a waiver of the university policy is warranted, including the ability to avoid high risk areas, special circumstances and knowledge of the country in question or critical interests of the university. The request must include a University of Nebraska Informed Consent and Release of Liability Form signed by each participating student or member of the public acknowledging that s/he has been advised of the details of the Travel Advisory. In the case of a participating minor student under the age of 19, the Waiver and Release Form must also be signed by a parent or guardian.
- Upon receipt of the waiver request, the Chancellor shall convene a Review Committee to consider the same. The committee will provide a recommendation in writing to the Chancellor. Upon receipt of a positive recommendation, the Chancellor shall make a decision to support or deny the request. If the Chancellor supports the request, he/she will submit to the President a request for a waiver, including the original petition and supporting forms and related information.
- Upon receipt of the Chancellor's request, the President shall consult with the senior international officer and/or other appropriate resources. The President's decision to approve or deny the request shall be final and not subject to further review or appeal.
- When approved, waivers are given only for the travel specified in the approval; travelers must re-apply for subsequent trips to the same country/area.

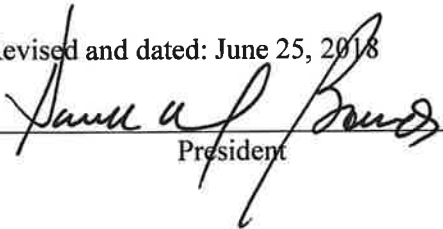
### **Travel by Faculty and Staff**

*It is the policy of the University of Nebraska that any faculty or staff members participating in University-Sponsored International Travel to a CDC High Risk Warning country must first obtain prior approval for such travel by making a written request to the relevant University of Nebraska Chancellor. The Chancellor will make a recommendation on the request to the President, who will make a final determination.*

*Faculty or staff participating in non-university-sponsored, independent travel to a CDC High Risk Warning country must report such travel to the Senior International Officer on their campus prior to departure. The senior international officer of the pertinent campus will notify their Chief Academic Officer and the senior international officer for the University of Nebraska regarding actions planned or taken in such situations.*

*All faculty and staff undertaking such travel, whether under university auspices or not, will be subject to appropriate screening and health monitoring prior to returning to campus in order to ensure the health and safety of the University of Nebraska community.*

Revised and dated: June 25, 2018

  
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President

<sup>1</sup> The current address for travel advisories:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

<sup>2</sup> The current address for CDC Travel Health Notices: <http://wwwnc.cdc.gov/travel/notices>

Sites last accessed on May 18, 2018.

## **Informed Consent and Release of Liability**

### **For Travel Abroad to a Country/Area under a U.S. Department of State Level 3 or Level 4 Travel Advisory or Centers for Disease Control and Prevention Travel Health Notice**

The undersigned acknowledge having been informed that there are risks involved in travel to \_\_\_\_\_. The undersigned acknowledge having read and understood the U.S. Department of State Travel Advisory, dated \_\_\_\_\_, regarding travel to \_\_\_\_\_ and within \_\_\_\_\_. Despite the Travel Advisory and the University of Nebraska's recommendation to avoid studying in \_\_\_\_\_, the undersigned wish to proceed to the Country or Area despite the U.S. Department of State categorizing it as a Level 3 or Level 4 country/area.

The undersigned acknowledge that participation in this program is entirely voluntary. Study in the Country/Area subject to the Travel Advisory is not required to complete any requirements at the University of Nebraska, and the undersigned are aware of other available study abroad options. The undersigned further acknowledge that the university is not responsible for safety of travelers to and from the Level 3 or Level 4 Country/Area.

The undersigned are aware that travelers to, within, and from the Country/Area may be subject to risks including, but not limited to, terrorism, war, disease, injury, death, property damage and/or other unforeseeable dangers. The undersigned voluntarily assume all risks and release the State of Nebraska, the Board of Regents of the University of Nebraska, and all its officers, agents, and employees from any and all claims, demands, and causes of actions, and from liability of any kind or nature whatsoever, including but not limited to bodily injury, death, and property damage, arising out of or relating to participation in this study abroad program. The undersigned understand that this release includes all transportation to and from the program, whether activities are directly related to the program or not.

Further, the undersigned understand that academic credit or financial refunds may not be received if a traveler to a Level 3 or Level 4 Country/Area must leave the study abroad program early due to security concerns.

The undersigned have read and signed this document with full knowledge of its significance. If the traveler is not 19 years of age, the signature of the traveler's parent or legal guardian indicates full agreement with and acceptance of the terms of this release. If the traveler is 19 years of age and married, the signature of the traveler's spouse indicates full agreement with and acceptance of the terms of this release.

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Traveler signature

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Date

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Printed Name of Traveler

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Signature of Parent / Legal Guardian  
or Spouse

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Date

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Printed Name of Parent / Legal Guardian  
or Spouse

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Date