



UNIVERSITY OF NEBRASKA

OFFICE OF THE PRESIDENT

Executive Memorandum No. 25

Policy on University Sponsored International Travel by Students, Faculty, Staff, or Members of the General Public

1. 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 provided to travelers by the U.S. Department of State (DOS) and the Centers for Disease Control and Prevention (CDC).

This policy and related procedures comply 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 Advisors.** 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 U.S. 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 nonessential travel to a destination due to a high risk.

2. Definitions

- a. 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).
- b. DOS Level 1 Country/Area. A country or area determined by the U.S. DOS to be at the lowest advisory level for safety and security risk (exercise normal precautions/blue).
- c. DOS Level 2 Country/Area. A country or area determined by the U.S. DOS to pose heightened risks to safety and security (exercise increased caution/yellow).
- d. DOS Level 3 Country/Area. A country or area determined by the U.S. DOS to pose serious risks to safety and security (reconsider travel/orange).
- e. DOS Level 4 Country/Area. A country or area determined by the U.S. DOS to be at the highest advisory level due to greater likelihood of life-threatening risks (do not travel/red).
- f. University-Sponsored International Travel. Includes, but is not limited to, Nebraska affiliated, approved unaffiliated, and approved non-University 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.

3. Travel by Students and Members of the General Public

It is the policy of the University of Nebraska that no student or members of the general public shall depart from the United States on University-Sponsored International Travel to a DOS Level 3 or Level 4 country, a “Reconsider” or “Do Not Travel” area within a Level 1 or Level 2 country, or a CDC High Risk Warning country. If a 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 cognizant campus provides guidance and direction regarding the steps necessary to ensure health and safety, including possible return to the United States. The senior international officer of the cognizant campus shall notify the Executive Vice President and Provost regarding actions planned or taken in such situations.

4. Waiver Process for Students

A waiver to the prohibition on University-Sponsored International Travel to DOS Level 3 and Level 4 countries/areas may be considered in exceptional circumstances. ***No waiver will be granted for travel to CDC High Risk Warning countries.***

Travel waiver requests must be submitted at least six weeks prior to travel to ensure review and determination of the request in time for travel to occur. When approved, waivers are granted for a period of three months only for travel to the area specified in the approval; if the CDC or U.S. DOS advisory level is raised during this period the traveler must apply for a new waiver request prior to undertaking any additional travel.

Waiver requests will be handled through the following process:

1. An administrator or faculty leader of the University-Sponsored International Travel program to a 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 the following information:
 - a. The academic or research objectives which can only be achieved through travel to the proposed location(s);
 - b. The adequate mitigation of the safety and security risks posed by the travel;
 - c. 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.
2. The Chancellor, following consultation with further campus authorities and expertise, shall make a decision to support or deny the request. The Chancellor’s decision to approve or deny the request shall be final and not subject to further review or appeal.
3. If the Chancellor supports the request, s/he will notify the President of the approved waiver request, including the original petition and supporting forms.

5. Travel by Faculty and Staff

It is the policy of the University of Nebraska that no faculty or staff member shall depart from the United States on University-Sponsored International Travel to a CDC High Risk Warning country. If a CDC High Risk Warning is issued after departure, the guidance provided by the CDC shall be followed by participants in the affected area until the campus senior international officer provides guidance and direction regarding the steps necessary to ensure health and safety, including possible return to the United States.

Faculty or staff participating in Non-University-Sponsored, independent travel to a CDC High Risk Warning country must report such travel to their campus senior international officer prior to departure. The senior international officer will notify their Chief Academic Officer 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.

6. Waiver Process for Faculty and Staff

A waiver to the prohibition on University-Sponsored International Travel to a CDC High Risk Warning country may be considered in exceptional circumstances. Travel waiver requests must be submitted at least six weeks prior to travel to ensure review and determination of the request in time for travel to occur. When approved, waivers are granted for a period of three months only for travel to the area specified in the approval; if the CDC advisory level is raised during this period the traveler must apply for a new waiver request prior to undertaking any additional travel.

Waiver requests will be handled through the following process:

1. A faculty or staff member intending to undertake University-Sponsored International Travel to a CDC High Risk Warning country may petition for a waiver to the policy by submitting, a written request to the cognizant Chancellor through the campus senior international officer. The request should include:
 - a. The academic or research objectives which can only be achieved through travel to the proposed location(s).
 - b. The adequate mitigation of the safety and security risks posed by the travel.
2. The Chancellor, following consultation with further campus authorities and expertise, shall make a decision to support or deny the request. The Chancellor's decision to approve or deny the request shall be final and not subject to further review or appeal.
3. If the Chancellor supports the request, s/he will notify the President of the approved waiver request, including the original petition and supporting forms.

Reference: June 25, 2018
Revised January 12, 2021