

## **INTERNATIONAL TRAVEL POLICIES FOR NORTH PARK UNIVERSITY PROGRAMS**

At North Park University we believe that engagement with people and ideas that are outside of one's comfort zone—especially on an international level—contributes to our multicultural identity and our vision of linking faith, learning, and service. International study and service opportunities also play a strong role in helping students envision a life of significance and service for themselves.

We further believe that we are charged with the overall well-being of our students, and we recognize that international travel involves risks which may be different and/or more substantial than those encountered on the home campus. North Park has, therefore, established a Travel Oversight Committee (TOC), whose charge is to evaluate the benefits and risks of student travel experiences and make sound decisions on ensuring student safety.

The TOC is comprised of the Director of the International Office (chair), a representative from the Office of the Provost, the Global Partnerships Coordinator, the Dean of Students, the Executive Vice President, a representative from North Park Theological Seminary, the Vice President for Enrollment and Marketing, the Director of Campus Security, and the Director of Athletics. The committee as a whole shares the dual goals of encouraging North Park students to have meaningful international engagement opportunities and ensuring, as much as possible, student safety while abroad. As such, the TOC has instituted the following international travel policies:

- I. North Park University does not operate, pay for, supervise, direct, award credit for, or otherwise support off-campus programs in countries where any of the following are in effect:
  - A. Individual contacts or partner organizations in the host country have indicated that visits would be unsafe, unproductive, or detrimental to the mission of the host organization at a particular time or by particular types of trip participants. Every consideration should be made that NPU engagement with our global network will be mutually beneficial to all parties involved.
  - B. The U.S. Department of State (<http://travel.state.gov/>) has issued a Travel Warning or Alert.
  - C. The World Health Organization (<http://www.who.int/countries/en/>) or U.S. Centers for Disease Control (<http://www.cdc.gov/travel>) have issued a Travel Advisory.

- D. The Department of the Treasury, Office of Foreign Assets Control (<http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>) has imposed Travel Restrictions.
- II. A North Park faculty or staff member who would like to offer a University-sponsored program in a country or region where one or more of these warnings, alerts, advisories, or restrictions are in place may apply for an exception to the travel policy by submitting the following:
- A. A regular application for a short-term study tour, Global Partnership Trip, or other off-campus travel. Please see the sponsoring campus office for application instructions.
  - B. An appeal proposal that addresses the following issues:
    - 1. How many students do you estimate will participate in the program? What types of students (undergraduate/graduate, students in the major, students fulfilling GE credit, etc.)?
    - 2. Is the opportunity intended as a one-time event or a continuing program?
    - 3. What are the compelling educational reasons for offering the experience in this specific location?
    - 4. What alternative sites were considered and why will they not meet educational needs?
    - 5. How does the structure of the program (including housing and transportation) mitigate the concerns of the travel warnings or health advisories?
    - 6. What other resources have you consulted as a means of establishing that student health and safety can be reasonably assured?
    - 7. Who from the host country will help facilitate your program (local missionaries, partner university, travel agency, etc.)? What perspective have these individuals provided about conditions in the host country?
  - C. A Safety, Emergency, and Evacuation Plan that addresses the following:
    - 1. How will North Park University contact you and any on-site officials quickly in the event of an emergency?
    - 2. How will you ensure that students can contact you in the event of an emergency while in the host country?
    - 3. What is the contact information (address, 24 hour phone, and email) for the U.S. embassy ([www.usembassy.gov](http://www.usembassy.gov)) nearest your program location?

4. How will you transport students to the airport or another designated location away from the program site in the event of an emergency?
  5. If the students need to be evacuated to another location, where will this be, and what stand-by arrangements have been made so that the new site is prepared to accommodate the students?
  6. How will you arrange for the students to fly back to the U.S. if the program is canceled?
  7. What type of travel and health insurance will be built into your program expenses?
- D. A letter of support from the appropriate Dean.

III. Please be aware of the following:

- A. Applications for an exception to the travel policy will be reviewed by North Park's Travel Oversight Committee (TOC). After the TOC has reviewed the submitted documents, the trip proposer may be invited to speak to the TOC in person. Exceptions to the policy are not guaranteed.
- B. If an exception is granted, it will apply to a specific program only. An exception to the travel policy for one program does not apply to all programs in a given country or region.
- C. Any exceptions will be approved based on conditions at the time of approval. If a new travel warning or advisory is issued, or if conditions in the host country change, the proposal must be reconsidered. If the program is ongoing and the country remains under a travel warning or advisory, the program must be reapproved each time an individual or group of students plans to participate.
- D. All participants in programs that have been granted a travel exception will be required to sign a special program waiver, underscoring their understanding of the unique risks inherent in traveling against the advice of a governmental agency. A supplemental insurance plan, the cost of which will be built into program expenses, may also be required at the discretion of the TOC.
- E. No student will be required to participate in a program in a location subject to a travel warning or advisory.

This policy will be reviewed every three years at minimum, but may be reviewed or revised more frequently as circumstances dictate.