



## **Education Abroad**

University Office of Global Programs The Pennsylvania State University 410 Boucke Building University Park, PA 16802 814-865-7681 Fax: 814-863-7138 www.global.psu.edu/ea

## **Standing Advisory Committee on International Travel**

Faculty/Staff Petition Form for Waiver for Study in Countries with Dept of State Travel Warning (Required per November 12, 2007 International Travel Policy for Penn State Students, Policy R-7 on the AAPPM website (http://www.psu.edu/oue/aappm/)

In order to comply with Penn State's International Travel Policy for Penn State faculty and staff promulgated by the Provost on November 12, 2007, faculty members interested in proposing international studies initiatives involving undergraduate students in countries with active U.S. Department of State Travel Warnings are asked to submit a petition for a waiver to the Standing Advisory Committee on International Student Travel. We ask those submitting petitions to follow these steps:

- 1. Consult the U.S. Department of State website (<a href="http://www.travel.state.gov/">http://www.travel.state.gov/</a>) for a list of countries with Travel Warnings in effect. If the host country for your proposed international travel is on the list, please fill in the information on the petition form below, highlighting the academic rationale for the program and the reason why the initiative must be held in a country under an active Department of State Travel Warning.
- 2. **As soon as possible**, please send the petition form as an email attachment to: a) Barbara Rowe, Executive Director of Education Abroad and Chair, Standing Advisory Committee on International Travel, (bjr22@psu.edu). Please send a copy of your email to your department head and dean/chancellor.

SPONSORING COLLEGE OR CAMPUS (Fill in as relevant	):
Name of Faculty/Staff Applicant:	
Name of Sponsoring College or Campus:	
Name of Department or Division Head:	
Department/ Division Head Approval Granted? (Yes/No)	
Name of Associate Dean or Director of Academic Affairs	
Assoc. Dean/DAA Approval Granted? (Yes/No)	
Name of College Dean or Chancellor	
College Dean or Chancellor Approval Granted? (Yes/No)	
FACULTY LEADER/PROGRAM COORDINATOR:	
Name of Faculty Leader (person in charge):	
Faculty Leader Contact Info. (Tel/Email):	
Name of Program Coordinator (if different):	
Program Coordinator Contact Info. (Tel/Email):	

PENN STATE COURSE INFORMATION (if relevant)	
Course Name/Title & Number:	
Additional Course Number & Credits Offered (through participation in international excursion):	
Semester & Year Offered:	
Course Specific Website (if available):	
INTERNATIONAL INFORMATION:	
International Destination(s):	
Dates of Excursion:	
Names of All Participating Faculty/Staff/TAs:	
Expected Number of Undergraduate students	
Emergency Contacts:	
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## 1. DESCRIPTION OF PROGRAM:

Describe your academic rationale and reason for choosing this destination.

## 2. STATEMENT OF RISK ASSESSMENT AND DUE DILIGENCE:

Explain how you plan to mitigate risk for those traveling on the proposed program. Examples of issues you might address include: acknowledging that you will not knowingly travel to specific areas known to be of high risk (e.g. Gaza or border areas in Israel); contingency plans in case of unforeseen events and your proposed ways of touching base with emergency contacts; your knowledge of the 24-hour global assistance plan provided by Penn State.

Once you have submitted this petition form, the chair will submit it to the members of the Standing Advisory Committee on International Travel for review and recommendations. The committee will submit its recommendations to the Vice Provost for Global Programs, who will make a recommendation to the Provost. If the provost approves the program, it may move forward. The committee will make its deliberations as expeditiously as possible. But we ask that faculty members submit this form at least three months in advance of the program, in order not to run into last-minute delays.

Once the provost has given his approval for the program, faculty members are reminded that they should make sure that all undergraduates in the program are covered by mandatory health insurance with special global assistance provisions. For more information on how to obtain this coverage contact Connie Bauer, Education Abroad, <a href="mailto:csb21@psu.edu">csb21@psu.edu</a> or 814-863-3667.