

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 73)

24 September 2019

**INTERNATIONAL TRAVEL POLICY**

**1. PURPOSE**

VMI supports international travel as a valid, desired, and increasingly important part of undergraduate education and faculty development. Additionally, the Institute recognizes that such programs may take a variety of forms, including educational travel with cadets and professional travel. All international travel operated, sponsored, or approved by VMI is expected to maintain standards of proper accountability and risk management.

Historically, international travel, both by VMI personnel and cadets, has been a decentralized process. With the implementation of new travel abroad software (Terra Dotta) by the Office of International Programs (OIP), this policy addresses the centralization and standardization of international travel, as well as the delegation for accountability and risk management.

**2. DEFINITIONS**

- A. Direct Enrollment: Enrollment in courses directly alongside local students.
- B. Direct Exchange: Partnerships with foreign institutions that allow cadets to enroll in classes as a visiting student while still paying standard tuition to VMI.
- C. Direct Faculty Exchange: Partnerships with foreign institutions that allow a VMI faculty member to serve as a faculty member of the foreign institution (and vice versa) while remaining an employee of the faculty members' home institution.
- D. Professional Travel: Travel by VMI personnel for professional development, to include conferences and/or research.
- E. Program Director: The individual contractually responsible for conducting a credit-bearing program.
- F. Sponsored Travel: Programs that are conducted by Institute Member(s) and supported – fully or in part – by the Institute. This may include financial support, administrative support, leadership, organization, marketing, or advising.
- G. Third Party Programs: Independent organizations that facilitate or administer study abroad programs.
- H. Trip Leader: VMI personnel designated to lead non-credit-bearing travel.
- I. Senior Administrator: Senior VMI leadership, to include the Deputy Superintendent for Academics and Dean of the Faculty; Deputy Superintendent for Finance, Administration, and Support; Commandant; Director of Intercollegiate Athletics; Director of Information Technology; and the Chief of Staff.

**3. APPLICABILITY**

This policy shall apply to all VMI personnel.

#### 4. ADMINISTRATION OF THE POLICY

The Director of International Programs is responsible for the administration of this policy.

#### 5. POLICY

All VMI-sponsored international travel must be registered through the Office of International Programs and is subject to procedures based on the type of travel. This includes travel using VMI funds for any portion of travel expenses, fees, or costs, as well as programs in which VMI personnel organize, lead, or advise cadet participants regarding said travel. VMI-sponsored international travel also includes any program with pre-arranged course credit arising from such travel.

##### A. DEPARTMENT OF STATE (DOS) TRAVEL ADVISORY SYSTEM

The Department of State no longer issues Travel Warnings and Travel Alerts. The new system for advising U.S. citizens about safety and security concerns during international travel is based on Travel Advisories. The intent of this new system is to provide U.S. citizens with clear, timely, and reliable safety and security information worldwide. Under the new system, every country will have a Travel Advisory, providing levels of advice ranging from 1 to 4:

- **Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risks. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.
- **Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- **Level 4 - Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

B. The Travel Advisories for each country replace previous Travel Warnings and Travel Alerts. While DOS will issue an overall Travel Advisory level for every country, levels of advice may vary for specific locations or areas within a country. For instance, DOS may advise U.S. citizens to “Exercise Increased Caution” (Level 2) in a country, but to “Reconsider Travel” (Level 3) to a particular area within the country.

C. DOS’ detailed Travel Advisories also will provide clear reasons for the level assigned, using established risk indicators, and offer specific advice to U.S. citizens who choose to travel there:

- **C - Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T - Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.

- **U - Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.
- **H - Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may be a factor.
- **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.
- **E - Time-limited Event:** A short-term event, such as an election, sporting event, or other incident that may pose a safety risk.
- **O - Other:** There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

D. Additionally, U.S. embassies and consulates will now issue Alerts to replace the current Emergency Messages and Security Messages. Alerts will inform U.S. citizens of specific safety and security concerns in a country, such as demonstrations, crime trends, and weather events.

E. DOS' newly redesigned hub for traveler information, [travel.state.gov](http://travel.state.gov), will host all Travel Advisories, recent Alerts issued for each country, and an interactive map in mobile-friendly formats. Country pages on the site will continue to include all travel information currently available, including details about entry/exit requirements, local laws and customs, health conditions, transportation, and other relevant topics.

F. **Travel to Countries with Elevated Department of State Travel Advisory Levels.** The Institute recognizes that compelling academic reasons for travel to a particular country may exist and strongly supports international travel. At the same time, the Institute recognizes that there are times and certain places within a country where security and safety may outweigh the advantages of exposure to international experiences.

- 1) Therefore, VMI does not permit cadets, faculty, or staff to travel to or through countries under a US Department of State **Level 3 (Reconsider Travel) Travel Advisory** when on VMI-sponsored international travel. This policy may be waived if the cadet, staff member or faculty member has received specific approval from the Superintendent after completion of the petition procedures described below. The Institute will review all petitions for VMI-sponsored and/or funded travel to any country under a Department of State **Level 3 (Reconsider Travel) Travel Advisory** on a case-by-case basis. Such review applies to VMI-sponsored travel with or without faculty or staff leadership, programs sponsored by other universities or entities, or individual travel deemed to be under VMI sponsorship.
- 2) A Level 3 (Reconsider Travel) Travel Advisory from the Department of State will automatically trigger the waiver request process described below. Additionally, based on conditions on the ground in proximity to the intended travel, the Director of International Programs may recommend against travel to a country or area within a country that is under a Level 2 (Exercise Increased Precautions) Travel Advisory. In this instance, should the traveler or the traveler's Department Head determine that the travel is essential, the Director of International Programs may recommend initiation of the travel waiver process.

G. **Procedures for Requesting a Travel Waiver.**

- 1) When the Department of State issues a **Level 3 (Reconsider Travel) Travel Advisory** for a particular country or parts (specific locations) of a country, the

- Institute will suspend approval of, and terminate all ongoing, study abroad by cadets, regardless of their nationality, in that country during the period of time that such travel advisory is in effect unless an exception is granted in accordance with these procedures. Approval rests with the Superintendent after review and recommended approval by the Travel Advisory Review Committee. Decisions may be reversed if the political climate or security situation changes after approval was initially granted. Submission of a “Petition for Approval of Travel to Countries under a U.S. Department of State Level 3 (Reconsider Travel)\_ Travel Advisory” with all required documentation, see **Appendix B**, and approval by the Superintendent (via the Travel Advisory Review Committee) are required for the following:
- a. Any faculty member submitting a Faculty-Led Program Proposal for travel to a country under a Level 3 (Reconsider Travel)\_Travel Advisory.
  - b. Any cadet or faculty or staff member traveling individually on VMI-sponsored travel or studying on programs sponsored by other universities to a country under a Level 3 (Reconsider Travel)\_Travel Advisory.
- 2) All petitions and attached documentation will be reviewed by the Travel Advisory Review Committee. The Committee shall be comprised of the Director of International Programs, the Chairperson of the International Programs Committee, the Director of Risk Management, and the Deputy Superintendent for Academics and Dean of the Faculty, in consultation with VMI counsel.
  - 3) The Travel Advisory Review Committee will review the proposal for completeness and will make a recommendation based on the below factors. The recommendation will be forwarded to the Superintendent for final approval/denial of the request.
    - a. The specific details of the Level 3 (Reconsider Travel)\_ Travel Advisory as it relates to the proposed travel;
    - b. The information contained in the letters submitted as part of the petition for approval;
    - c. The petitioner's proposed preparations to respond to security concerns and evacuation plans;
    - d. The petitioner's communication plan;
    - e. Any recommendations and warnings provided to the committee by internal or external experts;
    - f. The academic benefit to be gained from such travel and available alternative travel to countries not under a Level 3 (Reconsider Travel)\_Travel Advisory; and
    - g. The committee's assessment of risk mitigation versus benefit to the Institute and the petitioner.
  - 4) If the petition is denied, all elements of Institute sponsorship shall be withheld and any cadets involved in the proposed travel will be instructed not to conduct travel to that country.
  - 5) If the petition is approved, all participants will be required to sign the "Agreement and Acknowledgement of Risks for Travel to Countries under a State Department Level 3 (Reconsider Travel)\_Travel Advisory" contained in **Appendix C**, in addition to VMI's Study Abroad Program Agreement.
- H. Evacuation Order after Cadet Departure.
- Travel on VMI funds will not be authorized to countries for which a mandatory evacuation order has been issued. If the US Department of State issues a mandatory

evacuation order after the travel has commenced, all faculty, staff, and cadets in the country must contact the nearest US Embassy or Consulate to obtain relevant information and guidance, and must leave the country by the most expeditious and secure means available. They also are required to contact OIP at the earliest opportunity with information about their whereabouts and plans.

It should be understood that an event as extreme as an evacuation creates highly unusual circumstances. If an evacuation is deemed necessary, it may not be possible for the Institute to recover all costs that cadets have paid and/or to refund such costs to cadets for the cost of the trip as well as the cost of the evacuation. This is a risk participants assume when they undertake study or research abroad. It also should be noted that if cadets are studying abroad and are unable to complete the semester abroad that it might not be possible to receive full or partial credit for work completed abroad.

## **6. PROCEDURES FOR ESTABLISHING A STUDY ABROAD PROGRAM**

### **A. Program Proposals and Approval Process**

- 1) Proposal Submission (18-12 months prior for new programs and 12-9 months prior to departure for repeat programs): The proposal form for all VMI-led programs abroad can be found on the OIP website and at **Appendix A** of this document. A proposal form must be completed and approved by the appropriate senior administrator. Proposals are either reviewed and approved, rejected, or approved with modifications required. Once approval is received, the proposal, along with supporting documents, must be submitted to the Director of International Programs. VMI-led programs that are repeated must be presented for recertification every three years.
- 2) Program Director/Trip Leader Eligibility: VMI employees, with approval of the department head and respective senior administrator, may propose international educational travel. The individual employee proposing the travel should discuss experience with the destination and how travel to that destination will contribute to the program, as well as its limitations. The Director of International Programs will nominate Program Directors to the Deputy Superintendent for Academics and Dean of the Faculty for approval.
- 3) Approval Criteria: Proposals will be reviewed to ensure they address:
  - a. Health and safety of participants abroad, and
  - b. Feasibility, to include location, program content, length of program, time of year, cost, and support of senior administration and department heads.
- 4) Families Accompanying Program Directors and Trip Leaders: Families may accompany a Program Director or trip leader with the understanding that any additional expenses must be paid separately. It also should be understood that these leadership roles are demanding and not likely to allow much free time for private social or recreational activities. An adult (not the Program Director) must accompany any children under 18 years of age and is fully responsible for childcare.
- 5) Travel Authorization: In addition to the procedures outlined in this General Order for the OIP, travelers are responsible for completing a travel authorization in accordance with the procedures outlined by the Comptroller's Office. All international travel supported with VMI funds requires that a travel authorization be signed in advance by the

Superintendent or his designee, the Deputy Superintendent for Finance, Administration, and Support.

**B. VMI Led Credit-Bearing Programs**

- 1) Budget and Itinerary Planning (9-6 months prior to departure): Program Directors will work with the Director of International Programs to develop a budget for the program. Any contracts associated with the program must conform to the procurement and purchasing requirements of the Commonwealth of Virginia.
- 2) Marketing and Recruiting Cadets (6 months prior to departure): Faculty-led programs abroad may not be advertised or publicized to cadets before they have been approved. While OIP will assist Program Directors in designing a marketing plan, Program Directors will assume the primary role of marketing the program.
- 3) Application: All applications will be submitted electronically using Terra Dotta software.
  - a. VMI Study Abroad Program Agreement: Any student taking part in a VMI-sponsored program abroad must sign the VMI Study Abroad Agreement and Release, as well as the VMI Study Abroad Code of Conduct. This document details expected academic standards, as well as standards of conduct, and can be found in the student's application portal.
  - b. Emergency Information Form: All participating cadets and VMI personnel must complete an Emergency Information Form through Terra Dotta.
- 4) Pre-departure (~1 month prior to departure): OIP will ensure completion of pre-departure briefings covering practical information for daily life, legal, safety and security issues, health information, emergency contacts, and academics for all international travel involving cadets. Additional orientation sessions covering logistics and thematic content specific to each program will be conducted by the Program Director. Topics covered should include (as applicable):
  - a. Cultural differences
  - b. Packing tips
  - c. Travel arrangements
  - d. Safety concerns
  - e. Maintaining contact between leader(s) and participants at all times
  - f. How to address health problems
  - g. Using Health insurance
  - h. Accommodations abroad
  - i. Meals abroad
  - j. Academic obligations
  - k. Personal budgeting
  - l. Use of cash, credit/debit cards, and ATMs
  - m. Expectations for student conduct
  - n. Embassy/Consular services
  - o. Backup plan for travel delays

- 5) Program Directors will file the final itinerary and will communicate any changes to the International Programs Coordinator prior to departure. The template is available on the OIP website.
- 6) Registration in the Smart Traveler Enrollment Program: The Program Director is responsible for registering the travels of each participant on the U.S. Dept. of State's Smart Traveler Enrollment Program ([http://travel.state.gov/travel/tips/registration/registration\\_4789.html](http://travel.state.gov/travel/tips/registration/registration_4789.html)).
- 7) Registration in Terra Dotta: Program Directors and any teaching faculty accompanying cadets on programs abroad must create an account in Terra Dotta and add to that software their individual travel information. OIP will provide access to review applications for their programs through the Program Director's Terra Dotta account.
- 8) Risk Management Training: The OIP will provide risk management training for faculty or academic staff with Program Director duties abroad. This training is mandatory for all new program leaders, and refresher training is required every three years.
- 9) On-site Orientation: All Program Directors must provide an on-site orientation for all participants, including emergency and communications procedures. This must occur within the first 48 hours in country.
- 10) On-site Administration: Program Directors shall provide cadets oversight throughout the program in matters including, but not limited to, monitoring cadets during excursions; advising cadets on cultural and academic issues; obtaining medical, legal or passport assistance, as necessary; and acting as a liaison with local housing providers. They must inform OIP of any specific health, security, or cadet behavior incidents by submitting an incident report, which is available on the OIP website. All Program Directors and faculty or staff accompanying cadets on programs abroad are responsible for ensuring compliance with VMI regulations and policies, including the Cadet Blue Book, the Honor Code, and VMI General Orders. Program Directors must arrange escorted travel for cadets to and from designated airports upon initial arrival and final departure. In the event escorted travel is not possible due to extenuating circumstances, detailed travel instructions must be provided to the cadets prior to travel.
- 11) Program Completion
  - a. Civilizations and Cultures Credit (C&C): Upon successful completion of credit-bearing courses abroad, OIP will submit cadets' names to the Civilizations and Cultures Committee for placement.
  - b. Assessment: Program Directors will be asked to assist OIP in gathering data regarding assessment of Faculty-Led programs. This can include OIP surveys and individual learning outcomes.

### **C. Study Abroad through Third-Party Programs, Direct Exchange, and Direct Enrollment.**

All cadets studying abroad through approved third-party programs or directly enrolling in foreign institutions must apply through the OIP. Approvals to study abroad for a semester must be received from the cadet's Faculty Advisor, Department Head, Commandant's Staff, Financial Aid, ROTC, NCAA Coach (if applicable), and the OIP.

- 1) Cadet Applications: All applications will be submitted electronically using Terra Dotta software.
  - a. VMI Study Abroad Program Agreement: Any cadet taking part in a VMI-sponsored program abroad must sign the VMI Study Abroad Agreement. This document details expected academic standards, as well as standards of conduct and can be found in the student's application portal.
  - b. Emergency Information Form: All participating cadets and VMI personnel must complete an Emergency Information Form through Terra Dotta.
- 2) Pre-departure: OIP will ensure completion of pre-departure briefings covering practical information for daily life, legal, safety and security issues, health information, emergency contacts, and academics for all international travel involving cadets.
- 3) On-site Orientation: Third-Party providers and International Student Support Offices will provide on-site orientation to VMI Cadets.
- 4) On-site Administration: Third-Party Providers and International Student Support Offices will provide on-site administration of Third Party and Direct Enrollment programs.
- 5) Program Completion
  - a. Civilizations and Cultures Credit (C&C): Upon successful completion of credit bearing courses abroad, OIP will submit cadets' names to the Civilizations and Cultures Committee for placement credit.
  - b. Assessment: OIP will assess Third-Party Providers and Direct Enrollment programs.

**D. Non-Credit-Bearing Travel with Cadets.**

All international travel through VMI clubs, NCAA teams, ROTC, Chaplain, Band, or any other VMI office must receive prior approval by their respective VMI Senior Administrator. Trips may not be advertised or publicized to cadets prior to approval.

- 1) Cadet Applications: All applications will be submitted electronically using Terra Dotta software.
  - a. VMI Study Abroad Program Agreement: Any cadet taking part in a VMI-sponsored program abroad must sign the VMI Study Abroad Agreement. This document details expected academic standards, as well as standards of conduct, and can be found in the student's application portal.
  - b. Emergency Information Form: All participating cadets and VMI personnel must complete an Emergency Information Form through Terra Dotta.
- 2) Pre-departure (~1 month prior to departure): OIP will ensure completion of pre-departure briefings covering practical information for daily life, legal, safety and security issues, health information, emergency contacts, and academics for all international travel involving cadets. In addition to the briefing provided by the OIP, additional orientations covering logistics and thematic content specific to each program will be conducted by the Trip Leader. Topics covered should include (as applicable):
  - a. Cultural differences
  - b. Packing tips
  - c. Travel arrangements



- d. Safety concerns
  - e. Maintaining contact between leader(s) and participants at all times
  - f. How to address health problems
  - g. Using Health insurance
  - h. Accommodations abroad
  - i. Meals abroad
  - j. Personal budgeting
  - k. Use of cash, credit/debit cards, and ATMs
  - l. Expectations for student conduct
  - m. Embassy/Consular services
  - n. Backup plan for travel delays
- 3) The Trip Leader will file prior to departure the final itinerary and will communicate any changes to the International Programs Coordinator. The itinerary template is available on the OIP website.
  - 4) Registration in the Smart Traveler Enrollment Program: The Trip Leader is responsible for registering the travels of each participant on the U.S. Dept. of State's Smart Traveler Enrollment Program  
<https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html>
  - 5) Registration in Terra Dotta: Trip Leaders on programs abroad must create an account in Terra Dotta that will include their travel information. OIP will provide access to review applications for their programs through the Trip Leader's Terra Dotta account.
  - 6) Risk Management Training: The OIP will provide risk management training to VMI personnel with Trip Leader duties abroad. This training is mandatory for all new Trip Leaders and refresher training is required every three years.
  - 7) On-site Orientation: All Trip Leaders must provide an on-site orientation for all participants, including emergency and communications procedures. This must occur within the first 48 hours in country.
  - 8) On-site Administration: Trip Leaders are expected to provide cadets oversight throughout the trip in matters such as monitoring cadets during excursions, advising cadets on cultural issues, obtaining medical, legal or passport assistance, as necessary, and acting as a liaison with local housing providers. Trip Leaders and other faculty or staff accompanying cadets on programs abroad are responsible for ensuring compliance with VMI regulations and policies, including the Cadet Blue Book, the Honor Code, and VMI General Orders. They must inform their respective VMI Senior Administrator of any specific health, security, or cadet behavior incidents through normal reporting channels. VMI OIP will assist with any specific international considerations.  
Trip Leaders must arrange escorted travel for cadets to and from designated airports upon initial arrival and final departure. In the event escorted travel is not possible due to extenuating circumstances, detailed travel instructions must be provided to the cadets prior to travel.
  - 9) Civilizations and Cultures Credit (C&C): Leaders of non-academic programs abroad must coordinate with the chairman of the Civilization and Cultures Committee to determine if the travel qualifies for C&C credit.

- 7. PROFESSIONAL TRAVEL ABROAD WITHOUT CADETS:** All personnel participating in VMI-sponsored international travel without cadets must register their travel through the Office of International Programs, which registration shall include emergency contact information. This will be done electronically through the VMI Portal at <https://portal.vmi.edu/facstaff/Pages/Independent-International-Travel.aspx>.
- 8. HEALTH INSURANCE:** All participants in VMI-sponsored international travel – to include faculty, staff, and cadets – must purchase or provide proof of appropriate international health/medical insurance coverage for the duration of their travel. VMI and OIP maintain an insurance policy with the appropriate coverages and very reasonable rates that is available to VMI-sponsored international travelers. For cadets participating through an approved Third-Party Provider, most – but not all – provide their own coverage. Cadets must confirm this coverage with the Third-Party Provider and OIP during the application process and make the appropriate purchase if not included in the Third-Party Provider Program.
- 9. MISCONDUCT:** All VMI cadets engaging in foreign educational programs referenced in this General Order must conduct themselves in an appropriate manner at all times. Cadets are reminded that the provisions of the Blue Book pertaining to misconduct do apply while they are engaging in foreign study programs. In accordance with General Order 17, cadets are held to disciplinary standards set forth in the Blue Book from the day of matriculation until they graduate. Those cadets who do not adhere to proper standards of conduct or who fail to follow the rules outlined in the foreign travel programs are subject to those penalties, which can include suspension or dismissal from the Institute. Similarly, cadets are subject to the Honor Code and can be charged with honor offenses related to activities in foreign study programs.

FOR THE SUPERINTENDENT:

James P. Inman  
Colonel, US Army (Ret)  
Chief of Staff

APPENDICES:

- A – Proposal for VMI-Led, Short Duration Program Abroad
- B – Petition for Approval of Travel to Countries under a U.S. Department of State Level 3 (Reconsider Travel) Travel Advisory
- C – Agreement and Acknowledgement of Risks for Travel to Countries under a State Department Level 3 (Reconsider Travel) Travel Advisory

OPR: International Programs

DIST: E

Attachment – Forms

<b>PROPOSAL FOR VMI-LED, SHORT DURATION PROGRAM ABROAD</b>
Program Information
<b>Proposed Program Title:</b>
<b>Program Executive Summary:</b>
<b>Program Dates:</b> <i>Provide specific start and end dates for the program. These dates must coincide with VMI's summer session terms. (please be sure to include the date you depart the US)</i>
<b>Rationale:</b> <i>Explain the rationale for the program and how it contributes to the academic goals of the initiating department. For example, a program could: offer courses that are core requirements of a major/minor, offer an opportunity to expand curriculum based on local context, be part of an international track within a major, help complete a minor or certificate, provide opportunities for service-learning, internship, or research. <b>Please ensure you include educational and cultural objectives (i.e., learning outcomes).</b></i>
<b>Program Location(s):</b> <i>List all cities and countries where the program will take place.</i>
<b>Program Location(s):</b> <i>What are the advantages of offering this program at each specific location?</i>
<p><b>Check all terms that apply. Check the terms in which the program will primarily occur:</b></p> <p><input type="checkbox"/> Furlough: _____</p> <p><input type="checkbox"/> Summer I</p> <p><input type="checkbox"/> Summer II</p>
<p><b>Program Continuity:</b> <i>How frequently will this program be offered?</i></p> <p><input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Biennially</p> <p><input type="checkbox"/> Other – Describe:</p>
<b>Funding:</b> <i>Funding source and estimated cost for each participant (from budget worksheet).</i>
<b>Schedule and Itinerary (this is key to getting your proposal approved):</b> <i>Provide a schedule and itinerary, including <u>class days/times</u>, <u>excursions</u>, <u>program activities</u>, etc. Please justify contact hours in accordance with VMI standards.</i>

<b>Language Requirement:</b> <i>Is there a language component / requirement for your program?</i> <input type="checkbox"/> Yes, it focuses on a specific language and skill level: please describe  <input type="checkbox"/> No, any cadet can participate
<b>Will a host country university be transcribing and grading the cadets?</b> <input type="checkbox"/> Yes & my Department Head has approved the course for transfer credit <input type="checkbox"/> Yes & I still have to get my Department Head's approval for transfer credit <input type="checkbox"/> No  <b>If Yes, please provide university name and the course/program they will be teaching.</b>
<b>Will the VMI faculty member be teaching and evaluating cadets?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment:</b> <i>How will cadets' participation and learning be assessed?</i>
<b>Is this program open to non-VMI students?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>What is the minimum number of cadet participants required to execute the program?</b>  <b>What is the maximum capacity?</b>  <b>Will these numbers change in subsequent years?</b>
<b>What impact will this program have on current VMI study abroad programs? <i>Is it unique or does it potentially compete with other programs? If it creates potential competition, describe how interest will be sustained across multiple programs.</i></b>
<b>Logistical Support Requirements</b>
<b>Partner Institutions:</b> <i>Are you partnering with a host nation institution and/or company to provide logistical support?</i>  <b>Reminder:</b> <i>VMI has institutional partnerships in a number of countries that may be able to assist with making in-country logistical arrangements for classroom space, housing, local faculty, and/or cadets, etc. Please do not enter into an agreement with any partner or vendor unless you go through the Office of International Programs. Collect the relevant information from the partner/institution and please bring it to the Office of International Programs for review and approval by the contracts office at Smith Hall.</i>  Do you need assistance in connecting with a partner institution? <input type="checkbox"/> Yes – which one(s) and for what type(s) of service(s)?  <input type="checkbox"/> No

**Facilities:** *Describe any classroom facilities that will be required in-country to support your program and your plan to meet the requirement.*

**Accommodations (cadets):** *Where will the cadets live?*

- Homestay
- Apartment
- Residence Hall
- Hotel/Hostel
- Other – Describe:

**Will the cadets have the opportunity to live with local students?**

- Yes – please explain:
- No

**Accommodations (faculty):** *Where will VMI faculty (Program Director) be housed? VMI has an expectation that Program Directors must be billeted in close proximity to the cadets and have daily contact with them.*

**Meals:** *Describe the student and faculty plan for meals, including if and how many will be included in the program fee.*

*If not included and cadets are responsible for their own meals, what is the average cost of meals?*

**Transportation:** *What methods of transportation do you plan to use for traveling from place to place as part of your program (e.g., mass transit, contracted buses/van, etc.). Where possible, include names of companies to be used and confirmation that they are licensed and insured).*

**Are you using a Third-Party Provider and/or Travel Agency:** *VMI also has existing connections with program providers and travel agencies that offer a variety of logistical support services, such as housing, classrooms, excursions, airfare, instructors, etc. Please contact the OIP office for more information.*

Will you use a currently approved program provider and/or travel agent?

- Yes – which one(s) and for what type(s) of service(s)? Please provide in-country Point of Contact information (name, land line phone, mobile phone, e-mail, and postal address)
- No

**Have you identified an alternative vendor or institution (not a current VMI-approved vendor) for program logistical support?**

- Yes
- No

<p><i>If yes, VMI must approve them. Please provide detailed contact information for each company/organization or institution including name, website, and address as well as phone, email, and name for a contact person. In some cases, it may be possible for VMI faculty to make their own logistical arrangements, but this approval process becomes easier if you work through the Office of International Programs early in the planning process.</i></p>
<p><b>Program Director Information</b></p>
<p><b>Name of the Proposed Program Director:</b></p>
<p><b>Title/Department of Proposed Program Director:</b></p>
<p><b>Proposed Program Director Experience:</b> <i>Describe the experience of the faculty leader(s) in this country or on this type of academic program.</i></p>
<p><b>Mitigating Actions:</b> <i>If the proposed Program Director does not have extensive experience or knowledge of the country(ies) to be visited, what actions are being taken to overcome these deficiencies and ensure the success of the programs and safety of the cadets?</i></p>
<p><b>Co-director(s):</b> <i>Will any other faculty/staff members accompany your program abroad? If yes, who?</i></p>
<p><b>Curriculum Vitae:</b> <i>Please attach CV of all teaching faculty participating in this trip as well as their syllabi (as required by SACS).</i></p>
<p><b>Program Promotion and Recruitment:</b> <i>Describe the target audience for this program (major/minor, interests, experience, skills, etc.) and how you intend to reach them to promote the program.</i></p> <p><i>What strategies have you used to ascertain that there is student demand for this program?</i></p>
<p><b>Health, Safety, &amp; Immigration</b></p>
<p><b>Immigration Documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Will any participating faculty require visas or other documents for travel?</i></li> <li><input type="checkbox"/> <i>Are current international cadets invited/expected to participate? If known – or as it becomes known – please ensure OIP is informed.</i></li> </ul>
<p><b>Safety Concerns:</b> <i>Have you done a thorough assessment of your proposed program country with respect to potential for political instability, civil unrest, natural disasters or other reasons for concern?</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes, and I recommend continuing with planning.</li> <li><input type="checkbox"/> No</li> </ul> <p><i>Are there any travel alerts or warnings from the US Department of State concerning your proposed country(ies)?</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes, and I would like to continuing with planning and submission of a travel waiver.</li> <li><input type="checkbox"/> No</li> </ul>

**Health & Safety Preparation:** *Are you proposing a standalone VMI program (no third party or host country providers)?*

- Yes (You will be expected to develop an extensive emergency action plan and file it with OIP (see OIP for assistance))
- No

*Are you utilizing an approved third party or in-country provider to meet your logistical and health & safety requirements?*

- Yes (You will need to ask your provider for a copy of their emergency action plan if OIP does not already have one on file or if it has been updated since the last time VMI used them.)
- No

**Things to consider:**

- How do you define an “emergency” and have you thought through how you would respond to one?
- What is the name, local address, and telephone number for cadet accommodations?
- What is the name, local address, and telephone number for Program Director accommodations if different from cadets?
- What is the nearest health care facility/hospital to your place of study or billeting for all participants?
- What about on your excursions?
- Is there an emergency response/ambulance service available in all the places you will visit?
- Do you know local police, fire, medical response telephone numbers?
- What happens if the Program Director has the medical emergency?
- Have you thought about and designated primary and alternate rally points in the case of a natural disaster or other emergency?
- What is your communications plan?
- How will you get in touch with your cadets – and OIP – in the event of an emergency?
- What if you cannot communicate?

**\*\*\*Any changes to the program proposal above will necessitate the completion of a new program proposal\*\*\***

Approval Signatures

<b>Program Director:</b>	<b>Date:</b>
<b>Department Head:</b>	<b>Date:</b>
<b>Director, International Programs:</b>	<b>Date:</b>
<b>Chair, Curriculum and Instruction Committee:</b>	<b>Date:</b>
<b>For the Academic Board (Usually the Dean):</b>	<b>Date:</b>
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Printed Name</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature</div> </div>	

Title / Position	
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VMI Office of International Programs

**APPENDIX B**

**Petition for Approval of Travel to Countries under U.S. Department of State Level 3 (Reconsider Travel) Travel Advisory.** Submit petition no later than three months prior to travel and include the following information.

1. Purpose of Travel:
  - A. Explain why the particular location is essential to academic study or research.
2. Security Preparations:
  - A. Provide detailed information on the security situation in the country to be visited.
  - B. Outline your preparations to respond to security concerns (e.g., terrorist incident, epidemic, natural disaster) and evacuation plans.
  - C. Describe your communication plan with the group (if applicable), with the Institute, and with emergency contacts in event of a crisis.
3. Awareness of Circumstances:
  - A. Provide a signed Agreement and Acknowledgement of Risks for Travel to Countries under a State Department Level 3 (Reconsider Travel) Travel Advisory from each traveler.
  - B. Provide a letter from the department chair or supervisor for each faculty or staff traveler confirming a discussion regarding the risks of travel to the proposed destination and stating approval for the faculty or staff member to visit the proposed destination.
  - C. Provide a letter from each cadet's parent/guardian(s) (if cadet is under age 18) stating that the cadet and parent(s) or guardian(s) have discussed the risks of travel to the proposed country and that the cadet has parental permission to travel to the proposed destination.
  - D. Provide letters from each cadet's faculty advisor and the Commandant commenting on the cadet's maturity, reliability, and judgment relevant to the risks inherent to traveling to the proposed location and a recommendation on whether the proposed travel is justified in view of the risks stated in the Travel Warning.
4. Proof of Insurance:
  - A. All travelers will be required to purchase health insurance coverage from a vendor selected by VMI.
  - B. Confirm that all participants have thoroughly read insurance details and understand the requirement to purchase the selected insurance.
5. Confirm that all travelers will register with the U.S. embassy or consulate nearest their destination prior to arrival and will keep the U.S. embassy or consulate informed of their whereabouts while in-country. This should be done at <https://travelregistration.state.gov/ibrs/home.asp>.



6. Describe your local support contacts abroad and include their contact information.

VMI Office of International Programs

**APPENDIX C AGREEMENT AND ACKNOWLEDGEMENT OF RISKS FOR TRAVEL TO COUNTRIES UNDER A STATE DEPARTMENT LEVEL 3 (RECONSIDER TRAVEL) TRAVEL ADVISORY**

I, \_\_\_\_\_, am a VMI cadet/faculty/staff member participating in travel to \_\_\_\_\_.

I am voluntarily undertaking to participate in this travel from \_\_\_\_\_ to \_\_\_\_\_. Dates of Program: \_\_\_\_\_.

I certify that I have read and understand the Consular Information Sheets and Travel Advisories regarding travel to the country stated above. I understand that it is my sole responsibility to keep informed of any changes in the Travel Advisories issued by the U.S. Department of State regarding this country.

I am knowingly and voluntarily undertaking this program in \_\_\_\_\_ in spite of the fact that travel to this country is strongly advised against by the U.S. State Department and that such travel presents unique dangers and risks as detailed in the Travel Warnings regarding this country. After reading all Travel Advisories regarding travel to the country stated above and fully understanding the risks and dangers associated with travel to this country, I, for myself and anyone entitled to act on my behalf, agree that I am hereby assuming the risks of travel to the country stated above. I further agree to indemnify and hold harmless the Commonwealth of Virginia, Virginia Military Institute, and their board members, officers, employees, and agents from any claims, costs (including attorneys fees), damages, and actions of any kind or nature, including, but not limited to, loss or destruction of property and illness or death caused or sustained by me, arising from my participation in travel to the country stated above.

I understand and agree to abide by all VMI rules and regulations applicable to me during the proposed travel.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature