



## Global Travel Policy

### No. 1070

**Policy Effective**

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**Policy Owner:**

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**Affected Parties:**

Undergraduate  
Graduate  
Faculty  
Staff  
Other

**1.0 Purpose**

**2.0 Policy**

**3.0 Procedures**

**4.0 Definitions**

**5.0 References**

**6.0 Approval and Revisions**

### 1.0 Purpose

Virginia Tech is committed to fostering a community that values all cultures, languages, lands, and people. We seek to enrich our global competence and to enhance the quality of life throughout the world with scholarly engagement in education, research, and outreach. Our faculty, students, staff, and alumni have a responsibility for engagement with the Commonwealth, the nation, and the world. That engagement is reflected in who we are, who we aspire to be, and our impact on the global community.

The university's commitment to responsible global engagement informs its Global Travel Policy, which is designed to promote the health, safety and security of members of the university community (employees and students) when receiving visitors from abroad and when traveling outside of the United States of America for university-supported purposes, including but not limited to: study, research, internships, service, conferences, presentations, teaching, performances, competitions, field work, recruiting, etc. This policy applies to any university-supported travel (see Section 5. Definitions) and to students, employees, guests, and dependents. In addition, this policy applies to non-degree students, visiting scholars, and visitors from abroad to Virginia Tech facilities within the United States. The university's schools, colleges, or business units may have additional policies and procedures that support this overall policy.

### 2.0 Policy

The Global Travel Policy comprises the following university resources and requirements:

1. The Global Travel Registry;
2. Global Travel Emergency Medical and Assistance Services Insurance;
3. Global Travel Elevated Advisories, Notices and Restrictions; and
4. Additional Requirements for Student Global Travel.

Virginia Tech students may engage in a variety of educational experiences abroad, either for credit or not for credit. Such experiences include but are not limited to classroom study, research, cultural exchange, intern- or externships and service learning, as well as participation in less formal activities, such as international conferences, symposia, competitions, and the like. These experiences may or may not be supported by the university, a distinction which determines their level of university coverage and involvement. All Student Exchange Agreements (SEAs) and contracts with third party providers must be reviewed for participant safety and overall risk management, following [GEO's Procedure for SEA and Third Party Provider Contract Review](#).

Violation of this university policy may result in disciplinary proceedings in accordance with the [Faculty Handbook](#), [Staff Policies](#), or the [Student Code of Conduct](#). Global travel is subject to all university policy and procedures, to include but not limited to [Policy 1005: Health and Safety Policy](#), [Policy 4415: Worker's Compensation](#), [Policy 13045: Export Controls, Sanctions, and Research Security Compliance Policy](#), [Controller Travel Procedures](#), [Environmental Health and Safety Programs and Guidelines](#), [Scholarly Integrity and Research Compliance Programs](#), and [Global Education Office Procedures](#).



## 3.0 Procedures

### 3.1 Global Travel Registry

The Global Travel Registry is a restricted-access database for maintaining key travel information for university-supported global travelers, both individuals and groups (see Section 5. Definitions). The Global Travel Registry is the official and authoritative source of traveler information that forms the basis for the university's emergency response protocols and communication strategy (e.g., elevated advisories, alerts, warnings, evacuation notices) when responding to an emergency or critical incident abroad. The Global Travel Registry is managed by the Global Education Office (GEO) and supports Virginia Tech's implementation of the National Security Presidential Memorandum 33 (NSPM-33) on national security strategy for U.S. government-supported research and development. GEO reports directly to the Associate Vice President for International Affairs.

All individual travelers and groups traveling outside the 50 United States of America for university-supported travel must follow university procedures to register their travel in the Global Travel Registry before their expected departure date and should provide updates as additional information becomes available or changes occur during the trip, including cancellations and travel to additional countries.

### 3.2 Global Travel Emergency Medical and Assistance Services Insurance

All university-supported global travelers are required to carry international emergency medical and assistance services insurance administered through the Office of Risk Management; this allows the university to respond to the needs of an entire group uniformly in the event of an evacuation or other crisis. To meet this requirement, the university has contracted with an insurance provider to provide emergency medical and assistance services insurance that covers claims for health/accident, emergency security evacuation, repatriation of remains, among others.

The following individuals are **REQUIRED** to be registered with GEO and purchase the university's designated international emergency medical and assistance services insurance, regardless of any alternative coverage they may have:

- All university employees on university-supported travel.
- All guests on university-supported travel.
- All members of university-supported group travel.
- All members of a non-university group if one or more participants are supported by university funding.
- Any dependents traveling with a *university-supported group*.
- Students traveling on any other type of university-supported travel (for credit or not for credit) are also required to purchase the designated international emergency medical and assistance services insurance from the university-approved vendor. Alternatively, such students may obtain a waiver from GEO to decline the contracted insurance by demonstrating that they are covered by an insurance policy comparable to the university's international emergency medical and assistance services policy.

The following individuals are **ENCOURAGED** to be registered with GEO and purchase the university's designated international emergency medical and assistance services insurance.

- Dependents accompanying *individual* university-supported travelers (i.e., not on university-supported travel).



The following individuals are **NOT ELIGIBLE** to purchase the university's designated international emergency medical and assistance services insurance, as personal travel is not supported by the university. For these individuals and groups, the university strongly encourages obtaining coverage independently for all participants on each trip. The Office of Risk Management may be consulted to provide industry-standard resources.

- University employees, students, or guests on personal travel.
- Registered Student Organizations (RSOs) (see section 3.5.4 Non-University-Supported Student Global Travel).

Participants and leaders of alumni trips should refer to guidelines established by the Alumni Relations office.

### 3.3 Global Travel Elevated Advisories, Notices and Restrictions

#### 3.3.1 High Risk Travel

Virginia Tech does not support participation in activities abroad in locations or involving activities that pose a significant risk to the health and safety of university-supported travelers. The Global Travel Oversight Committee (GTOC) (see Section 5. Definitions) will maintain a [listing of countries designated as high risk](#) based on advisories from the U.S. Department of State, Centers for Disease Control and Prevention (CDC), and U.S. Department of Treasury, as well as other security analysis and incidents that could impact university-supported travelers.

#### 3.3.2 International Travel Restriction Exception Requests

Under extraordinary circumstances, individuals or program leaders can petition GTOC for an exception to Policy 1070 international travel restrictions. The petitioner is responsible for proving the necessity of travel and sufficient risk mitigation to merit travel approval. See the [Procedure to Request an Exception to Policy – International Travel](#). Waivers are not guaranteed and can be revoked at any time by GTOC or the university president, as the situation progresses. Non-compliance may result in revocation of university-support and loss of eligibility for credit transfer.

If there are any university-supported travelers already in the affected area at the time of the location being identified as high risk by GTOC, travelers will be advised to leave the affected area. Individuals may petition GTOC for a waiver to continue their activities on site. Non-compliance may result in revocation of university-support and loss of eligibility for credit transfer.

All travelers entering the United States from a location with a [CDC Warning Level 3 travel notice or higher](#), or region otherwise identified by GTOC, may not return to any Virginia Tech campuses and activities until they have met CDC and Virginia Tech health and emergency services guidance.

### 3.4 Reporting Incidents

Group leaders and individual travelers are **required** to report incidents while on university-supported travel. Reports shall be made promptly following the incident to enable timely support by [Global Safety & Risk Management](#). Global Safety & Risk Management will in turn report, or assist the traveler in reporting, to other relevant offices on campus. This may include reporting to offices as required by other university policies or statutory requirements, including the Clery Act, Title IX, Worker's Compensation, OSHA, and Finance. Examples of incidents that shall be reported include, but are not limited to, the following:



## Virginia Polytechnic Institute and State University

- **Arrest** or charged in a local legal system, to include arrest, citation, detention, or summons.
- **Assault (non-sexual violence):** any event where there was a physical attack, with or without a weapon.
- **Assault/Harassment/Stalking (sexual violence):** report by a Responsible Employee as defined in Policy 1026 of any sexual act directed against another person without that person's consent, as defined by Virginia Tech [Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault](#) and [Policy 1026: Policy on Title IX Sexual Harassment and Responsible Employee Reporting](#).
- **Damage to University Property, including Theft, Confiscation, & Loss:** Damage to university owned, leased or rented property, including buildings, equipment, and supplies. Temporary or permanent taking of university property from the possession or constructive possession of a university-supported traveler or from a university facility.
- **Death** of a university-supported traveler or dependent.
- **Identity-Based/Hate Violence:** an offense committed against a person or property which is motivated, in whole or in part, by the offender's bias, negative opinion, or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin.
- **Kidnapping:** the taking of a person against his/her will from one place to another when the person so taken does not have freedom of movement, will or decision through violence, force, threat, or intimidation.
- **Mental Health Distress:** a mental health event that involves emergency response support, suicide risk, attempted suicide, program departure, hospitalization, or a mental health event that requires additional support.
- **Missing Person:** any event of a traveler missing/overdue for the amount of time which meets the local threshold for involvement of local law enforcement, or no longer than 24 hours.
- **Neglect or Abuse of a Minor:** any violations of Virginia Tech [Policy 4815: Minors at Virginia Tech](#).
- **Physical Health, Injury or Illness:** injury or illness that resulted in hospitalization, early conclusion of travel, or interruption to planned work or studies. Immediately report significant injuries (loss of a limb, loss of sight, etc.). Immediately report all injuries and communicable diseases that potentially occur during an employee's course and scope of employment.
- **Robbery/Burglary:** taking or attempting to take anything of value by the use of threat or force from the care, custody or control of a person (robbery) or unlawful entry of a structure to commit a felony or a theft (burglary).
- **Vehicle Accidents and other modes of transportation:** any accident involving a mode of transportation owned, insured, operated, or utilized by the university, an employee, or a student regardless of the extent of damage.

### 3.5 Student Global Travel

#### 3.5.1 Student Group Travel

University-supported international programs are groups (see Section 5. Definitions) in which a university employee leads one or more students through a coordinated itinerary or activities on university-supported travel abroad. Such programs include faculty-led programs, non-credit-bearing programs, experiential learning, service work, competitions, graduate and undergraduate research experiences or internships, and programs governed by a student exchange agreement or a contract between Virginia Tech and a foreign university or third-party provider; these may or may not be undertaken for credit. Program leaders who wish to propose university-supported global travel



## Virginia Polytechnic Institute and State University

designed for student Group participation are subject to Global Education Approval Committee (GEAC) and Global Non-credit Approval Committee (GNAC) procedures. Credit-bearing programs will be approved by GEAC and non-credit-bearing programs will be approved by GNAC. Individual departments or colleges are responsible for all aspects of the program, including ensuring compliance with university policies and procedures. University-supported international programs will meet the following minimum requirements:

1. Program leaders (see Section 5. Definitions) must have their program proposal reviewed and approved in advance by the dean or designated administrator of the academic or business unit in which the program is based, in accordance with GEAC or GNAC procedures.
2. Program reviews should be completed periodically according to GEAC and GNAC guidelines.
3. Group members must adhere to university policies and guidelines for managing health, safety, and security abroad.
4. Only approved group members may accompany the program.
5. For groups of 15 or fewer students, program leaders must have an established plan to respond to situations preventing a student from continuing on the program's planned itinerary with the rest of the group (for reasons of injury, hospitalization, lost passport, etc.) while at the same time providing for supervision of the rest of the group as they proceed with the program. Students requiring emergency support must be accompanied by the program leader or his/her pre-approved designee until able to rejoin the group or return home. For groups of more than 15 students, a second designated individual must be available at all times to assist in such circumstances; this individual can also be assigned additional duties to support the program leader and may be drawn from faculty, staff, on-site personnel, graduate students, or spouses serving on a paid or volunteer basis. For groups of more than 30 students, a third designated individual is required, more than 45 requires a fourth, and so on in increments of 15. Individuals serving the program must do so by contractual agreement between the individual and department and be approved by department leadership, and VT Engage or GEO. Their duties must be clearly defined, and they must be appropriately trained through GEO Program Leader Training once every two years, at a minimum.
6. Dependents traveling with groups must be registered with GEO and enrolled in the university's international emergency medical and assistance services insurance policy. For any minor dependents traveling with the group, there must be a dedicated adult who takes primary responsibility for the minor dependents and who is not in a program leadership role. Dependent travelers must not detract from the educational experience and programming.
7. Program leaders are required to have a working means of communication (e.g., cell phones) through which they can be contacted at all times in case of an emergency. International cell phone service for each member of a group is not mandatory, but highly recommended. Program leaders will have an established communications plan that explains the protocol and expectations of all group members during individual free time and in the case of an emergency. Program leaders must establish respective responsibilities for emergency response for all group members and communicate these clearly. It is important that program leaders be aware of and regularly monitor the primary means by which GEO will maintain contact with them (currently email).
8. While the group is abroad, should an emergency or incident (e.g., terrorist activity, a natural disaster, a public health alert, etc.) occur that could potentially jeopardize the continued safe conduct of the program or well-being of the group members, or both, all travelers are responsible for contacting their program directors and their listed emergency contacts to confirm their safety.



9. In order to be eligible to lead student programs abroad, individuals must attend GEO Program Leader Training once every two years, at a minimum.
  1. Program leaders must provide a comprehensive pre-departure orientation to all group members before departing the United States and another, more targeted, orientation within two days of arriving on site. All group members must attend.
  2. Credit-bearing global education programs supported by the university must be graded courses (A-F or P/F) or other official credentialing, such as continuing education units (CEUs). All program participants must be actively engaged with and fully accountable with regard to the program's academic work. Students enrolled in degree programs at other universities may participate in any of Virginia Tech's global education programs, as long as they gain admission to Virginia Tech as non-degree-seeking students and meet all the criteria for admission to the program. Non-students who wish to participate in global education programs designed for student participation must do the same.

### 3.5.2 Other Student Travel

Students who participate in education abroad programs (who plan to transfer academic credit back to Virginia Tech) are responsible for complying with the current application [procedures established by GEO](#). Students who fail to comply may face removal from the program and lose non-refundable deposits and payments, and loss of eligibility of transfer credit may affect Virginia Tech financial aid for the semester or term abroad.

Students participating individually (i.e., not as a member of a Virginia Tech group) on any program abroad affiliated with the university (i.e., governed by a student exchange agreement, MOU, or contract provider) or participating in any non-university-affiliated program with the intent to transfer credit back to their Virginia Tech degree must follow the established procedures to have their program reviewed and approved by GEO. Such students must meet all of the host institution's normal admissions requirements; are responsible for all aspects of their academic and residential life, just as they are here at Virginia Tech; and pay tuition and all fees directly to the host university. They are responsible for paying Virginia Tech the appropriate GEO administrative fees. Students must take particular care to ensure that credits will transfer properly, so they are encouraged to work closely with their academic advisor, the department or college transfer credit advisor (if there is one), and the Registrar during their application and course selection process.

### 3.5.3 Inbound Travel for Non-degree Programs —Responsibilities of Program Organizers and Participants

Organizers of non-degree programs engaging international students on the university campus and participants in such programs are subject to the following requirements:

1. Virginia Tech employees and entities organizing non-degree programs must register their program with the Cranwell International Center and have their program reviewed and approved by the dean or designated administrator of the academic or business unit in which the program is based.
2. International students with F & J Visas are required to have health insurance either through the university's Student Medical Insurance or a comparable plan as established by the Office of Risk Management. International student health insurance requirements may be found on the [Office of Risk Management website](#).



## Virginia Polytechnic Institute and State University

3. Student participants are responsible for paying the appropriate tuition and all relevant fees, as appropriate (e.g., VT fees, program fee, etc.)
4. Program leaders may not allow any individuals other than program students and staff to accompany them on field trips, excursions or similar activities.
5. Program leaders must have an established plan to respond to situations preventing a student from continuing in the program if separated for reasons of expulsion, family emergency, injury, hospitalization, or other causes.
6. Program leaders are required to have a working means of communication (e.g., cell phones) through which they can be contacted at all times in case of an emergency.
7. All students and employees are strongly encouraged to sign up to receive [VT Alerts](#).

Program leaders must provide, and program students are required to attend, a pre-departure orientation to all group members before departing for the United States and another, more comprehensive, orientation within two days of arriving to the program site.

### 3.5.4 Non-University-Supported Student Global Travel

Virginia Tech students or groups of students with special interests or needs (including Registered Student Organizations (RSOs), which have no direct relationship with the university) can opt to participate in a non-university-supported global education program, either through another university or a third-party provider; however, this is personal travel, and the university can guarantee neither these programs' quality nor their safety.

Virginia Tech students, or groups of students, participating in a global education program that is not university-supported may do so independently. During their absence, students will not receive any university support. Virginia Tech encourages independent travelers to obtain international emergency medical and assistance services insurance as well as trip cancellation and personal property insurance. U.S. citizens are advised to register their trip with the U.S. Department of State prior to departure.

Virginia Tech students intending to transfer academic credit back to Virginia Tech or use their work abroad to meet a degree or course requirement are on university-supported travel, regardless of the program (see 3.5.2 Individual Student Travel).

## 4.0 Enforcement

Violations of this policy or associated guidelines and procedures may result in discipline as contained in the Faculty Handbook, Student Code of Conduct, and other relevant university policies. Violations may also result in future requests for university-supported travel or requests to lead student groups being denied.

Group and individual travel without pre-authorization, as required by this policy, is personal rather than university-supported travel. Travelers on personal travel cannot be financially supported by the university, are assuming personal responsibility for activities during the travel, and are not eligible to enroll in the university's contracted international emergency medical and assistance services insurance and cannot access other benefits and services available to university employees.



## 5.0 Definitions

**Global Education Approval Committee (GEAC):** an approval body appointed by the Vice President of Outreach and International Affairs (or designee), which shall comprise at least 5 faculty members representing multiple colleges and the Director and Associate Director of Global Education, who shall co-chair the committee; the committee will consult with appropriate other administrative entities as needed; representatives of the University Controller's Office, the Office of the University Bursar, the Office of University Scholarships and Financial Aid, and the Registrar's Office, may also be included on the committee. GEAC will review proposed and existing programs with the purpose of ensuring that Virginia Tech delivers study abroad opportunities that meet the legitimate academic needs of its students, faculty and staff and that all programming abroad maintains standards of quality in the delivery of instruction, support services, and administration consistent with university standards in these areas and compliant with university policy and state and federal law.

**Global Non-Credit Approval Committee (GNAC):** GNAC is an approval body which shall comprise representation from the Global Education Office, Student Affairs, Risk Management, Legal Counsel, Controller, and the Director of VT Engage, who shall chair the committee; the committee will consult with appropriate entities as needed, to include but not limited to Athletics, Office of Special Projects, Environmental Health and Safety, and academic colleges. GNAC will review proposed and existing non-credit programs abroad with the purpose of supporting experiences for Virginia Tech students abroad outside of credit-bearing courses.

**Global Travel:** travel outside the 50 United States.

**Global Travel Oversight Committee (GTOC):** a committee of university faculty and administrators charged with development and maintenance of policy and procedures regarding global travel health, safety, and security for Virginia Tech students, faculty, and staff. GTOC is tasked to evaluate and approve proposals for travel to countries with elevated medical and security concerns, or proposals containing activities that cause concern. In cases of global emergency or crisis, GTOC makes recommendations to the President, who will make the final decision on the university's course of action; however, the President retains the authority to act prior to receiving a recommendation from GTOC. GTOC, in coordination with GEO, is responsible for coordinating global emergency and crisis responses using the information available in the Global Travel Registry. GTOC membership includes representatives from OIA, GEO, Office of Risk Management, Office of Emergency Management, Legal Counsel, University Police, Student Affairs, the Provost's office, VT Engage, the Office of Export and Secure Research Compliance, and academic departments.

**Group:** one or more students led by a university employee or designated and approved volunteer, with a coordinated itinerary or activities on university-supported travel abroad.

**Group Member:** enrolled or registered participant, program employee (paid and unpaid faculty, staff or documented/approved volunteer), and authorized guest and dependent. Program leaders are responsible for monitoring appropriate group constitution; group membership may be subject to review by GTOC.

**High Risk Travel:** travel to locations that pose a significant risk to the health, safety, or security of university-support travelers, as designated by GTOC, that is unauthorized.

**Individual Traveler:** an employee, student, guest, or dependent on university-supported travel abroad in which activities are individually coordinated.





## Virginia Polytechnic Institute and State University

**Program Leader:** a university employee or designated and approved volunteer leading a group (see above definition).

**Registered Student Organization (RSO):** a voluntary association of Virginia Tech students that has NO direct relationship to the university but upon completion of registration documents is entitled to certain privileges to include operating, meeting, advertising, and participating in activities on the Virginia Tech campus. (Refer to [Policy 8013: Establishing and Maintaining a Registered Student Organization \(RSO\)](#).)

**Student:** an undergraduate, graduate, or professional student enrolled at Virginia Tech.

**Study Abroad at Home:** an international student studying at an institution in their home country with the intention of transferring credit back to Virginia Tech.

**Third Party Provider:** a non-Virginia Tech entity through which university-supported travelers engage in international learning opportunities.

**University-supported:** international activities supported by the university. Such activities must adhere to the Global Travel Policy and include, but are not limited to:

- travel with an approved program through GEO,
- travel created, managed, organized, sponsored, and/or supported through a Virginia Tech college or department (academic or other), including programs that involve an application process and participant selection,
- travel that expends university funds, to include grants, Foundation funds, scholarships, informal financial awards and/or financial aid,
- travel to the university from abroad under the aegis of a Virginia Tech college or department (academic or other), including programs that involve an application process and participant selection,
- travel as a representative of Virginia Tech in any capacity (credit or non-credit),
- travel that is necessary to achieve a degree requirement,
- travel as a component of experiential learning as a degree requirement,
- travel that fulfills Virginia Tech contractual agreements,
- travel for academic credit (direct or to be transferred), to include Study Abroad at Home,
- travel for research, practica, internships/externships, field work, or conferences that contribute to an individual's Virginia Tech degree or his/her professional activities,
- travel for service learning organized by Virginia Tech,
- travel under the aegis of Virginia Tech for performances, humanitarian efforts, competitions (athletic, arts, etc.), teaching and instruction,
- travel to a Virginia Tech center abroad,
- travel by University Chartered Student Organizations (UCSO) and University Student Life Programs (USLP),
- travel for research leave abroad. Faculty (and dependents) on research leave abroad not related to Virginia Tech (NOT using Virginia Tech funds, NOT representing Virginia Tech, etc.) have the option to enroll in the international emergency medical and assistance services insurance.
- Dependents or guests accompanying employees or students on university-supported travel have the option to enroll in the international emergency medical and assistance services insurance.



The following activities are NOT university-supported:

- RSO travel,
- personal travel, to include non-program-related participant travel before or after program dates and personal travel undertaken by persons on visas sponsored by Virginia Tech,
- group travel that has not been approved by the home college/department, and by GEAC or GNAC,
- High risk travel not approved for an exception to university policy by GTOC,
- travel funded by an outside entity, during which the traveler will not be representing Virginia Tech in any capacity,
- following the issuance of an evacuation order by the university, travel by a university employee or student to (or continued presence in) the pertinent geographic area, against the university's instructions.

**University Student Life Program (USLP):** an organization composed primarily or exclusively of students whose activities, operations, and decision-making processes are directly governed by academic or administrative departments and for which the university is ultimately responsible. (Refer to [Policy 8011: Establishing and Maintaining a University Student Life Program \(USLP\)](#).)

**University Chartered Student Organization (UCSO):** an organization composed primarily of students but which, by constitutional design, has a specifically established direct relationship to the university. This relationship includes, but is not limited to, policy review, special programs, governance, and paid faculty/staff advisors/coaches. (Refer to [Policy 8012: Establishing and Maintaining a University Chartered Student Organization \(UCSO\)](#).)

## 6.0 References

[University Policy 1005: Health and Safety Policy](#)

[Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault](#)

[Policy 1026: Policy on Title IX Sexual Harassment and Responsible Employee Reporting](#)

[Policy 4415: Worker's Compensation](#)

[Policy 4815: Minors on Campus or Participating in University-Related Programs](#)

[Policy 8011: Establishing and Maintaining a University Student Life Program \(USLP\)](#)

[Policy 8012: Establishing and Maintaining a University Chartered Student Organization \(UCSO\)](#)

[Policy 8013: Establishing and Maintaining a Registered Student Organization \(RSO\)](#)

[University Policy 13045: Export Controls, Sanctions, and Research Security Compliance Policy](#)

[Controller Travel Procedures](#)

[Environmental Health and Safety Programs and Guidelines](#)

[Scholarly Integrity and Research Compliance Programs](#)

[Global Education Office Procedures](#)

[Global Travel Oversight Committee Procedures](#)

[Faculty Handbook](#)

[Staff Policies](#)

[Student Code of Conduct](#)



## 7.0 Approval and Revisions

Approved by the University Safety & Security Policy Committee, September 18, 2014. Approved September 18, 2014 by University President, Timothy D. Sands.

- Revision 1  
Revised November 4, 2014, to incorporate into Section 3.3.2 the provisions of Presidential Policy Memorandum No. 288 regarding travel to countries for which the U.S. Centers for Disease Control and Prevention (CDC) has issued travel warnings.  
Approved November 4, 2014 by University President, Timothy D. Sands.
- Revision 2  
Added language in Section 3.3.1 to clarify the respective roles of the Global Travel Oversight Committee (GTOC) and the President of the university in cases of global emergency or crisis.  
Approved by the University Safety & Security Policy Committee, April 13, 2016.  
Approved April 13, 2016 by University President, Timothy D. Sands.
- Revision 3
  - Identifies the roles of two new committees: Global Travel Oversight Committee (GTOC) and Global Education Approval Committee (GEAC).
  - Establishes requirement that all students, faculty, and staff must enroll in a single-vendor sourced insurance program to provide medical/security coverage while abroad on university-supported business/programs.
  - Establishes deadlines for program submission/review. Clarifies definitions.
  - Removes reference to specific programs (i.e. CISI & Studio Abroad).
  - Addresses position on support of RSOs, maintaining distance from programs and activities which cannot vouchsafed.
  - Requires Faculty Leader to train for university-supported faculty-led student group programs (once every 2 years), as well as to provide a pre-departure and an on-site orientation, in keeping with best practices.
  - Requires Faculty Leader to
    - have developed emergency response plans
    - have a strategy in place to ensure that no student is ever left behind
    - ensure that groups with >15 students must have second leader to assist at all times
    - have working means of communication
    - have the ability to contact students during free time & emergencies

Approved by the University Safety & Security Policy Committee, May 24, 2016.  
Approved May 24, 2016 by University President, Timothy D. Sands.
- Revision 4
  - Removes references to U.S. Department of State Travel Warning/Alerts, replaces with their new Travel Advisory Levels 4-1 terminology; defines what travel requests require the approval of GTOC.
  - Changes some paragraph titles to reflect changes made within the U.S. Department of State and to reflect the CDC travel notice terminology.
  - Removes references to BOV resolutions and Presidential Policy Memorandum as the policy interprets and explains these documents.



## Virginia Polytechnic Institute and State University

- Replaces references to (1) faculty, staff, students, guests, volunteers, etc. on university-supported trips abroad with the term “group members,” as defined in the policy
- Replaces term “global travel and emergency assistance insurance” with “international emergency medical and assistance services insurance.”
- Identifies the number of additional responsible adults required for groups larger than 30 students (one additional for every additional 15 students).
- Adds research leave as NOT university-supported travel abroad.
- Adds definition of “students” as including undergraduate, graduate and professional students.
- Deletes all the website links in 5. References, with the exception of the reference to Policy 13045.

Approved by the University Safety & Security Policy Committee, March 13, 2018.

Approved March 13, 2018 by University President, Timothy D. Sands.

### • Revision 5

- Adds Section 3.3.3 instructions for petitioning for a waiver to allow for critical travel.
- Adds Section 3.3.3 the procedure to be followed when university-supported travelers are already in an affected country at the time the CDC issues a Warning Level 3 Travel Notice or the university identifies a region as medically high risk.
- Prohibits travelers returning to the U.S. from a country with a CDC Warning Level 3 travel notice or from a region otherwise identified by Virginia Tech from returning to any Virginia Tech campuses and activities until they have been asymptomatic for a specified period.

Approved by University Safety & Security Policy Committee, March 2, 2020.

Approved March 2, 2020, by University President Timothy D. Sands.

### • Revision 6

Technical update of Section 2.0 to reference Student Code of Conduct which replaced the retired Hokie Handbook.

Approved June 16, 2020 by Kim O'Rourke, Vice President for Policy and Governance.

### • Revision 7

- Adds Section 3.3.4 instructions for petitioning for a waiver to allow for critical travel, replacing waiver petition instructions from Section 3.3.2 and Section 3.3.3.
- Adds requirements for supervision of minor dependents accompanying group travel.
- Adds Responsibilities of Program Organizers and Participants for Inbound Travel for Non-Degree Programs
- Adds authorization for credit-bearing program participants to be enrolled through continuing education units (CEUs).
- Adds departmental supported travel and experiential learning to definition of “university-supported.”
- Adds personal travel by those on visas sponsored by Virginia Tech to definition of non-university-supported.

Approved May 20, 2021, by University Safety & Security Policy Committee.

Approved May 20, 2021, by University President Timothy D. Sands.

### • Revision 8

- Adds reference to the National Security Presidential Memorandum 33 (NSPM-33) related to the Global Travel Registry.
- Clarifies insurance enrollment requirements.
- Updates “high risk travel” to being defined by a single reference list maintained by the Global Travel



## Virginia Polytechnic Institute and State University

- Oversight Committee rather than multiple external references.
- Adds an incident reporting requirement.
  - Establishes the Global Non-credit Approval Committee (GNAC) to review and approve non-credit group travel.
  - Specifies the Cranwell International Center as the registration office for non-degree programs engaging international students.
  - Clarifies how the Faculty Handbook may be used for enforcement.
  - Adds definitions for group, individual traveler, program leader, study abroad at home, and third party provider.
  - Expands on references to other university policies and procedures.

Approved October 31, 2024 by Vice President for Outreach and International Affairs, Guru Ghosh.