



ROLLINS COLLEGE POLICY

Title: State Department Travel Advisory Policy	Type	Key Institutional
No: KI 1029	Approval Date: 12-1-2025	
Responsible Office: VP for Academic Affairs and Provost; overseen by Office of International Programs/Center for Global Initiatives.	Reviewed By: Exec. Dir., Global Initiatives, 9-28-2025; VPAA Provost, 11-14-2025; College Policy Committee, 11-24-2025; President's Cabinet, 12-1-2025; Approved By President: 12-1-2025	
Next Review: 2030-2031	Revision No: 1, see Section VII this document for revisioning history.	

I. Purpose/Introduction/Rationale

This policy, developed by the Office of International Programs (OIP) in collaboration with the College's Risk Management Department, provides guidance and clear guidelines for travel to international locations for all Rollins faculty and staff to mitigate risk. The policy governs all College-sponsored and affiliated international travel with students, faculty-staff international travel seminars, and faculty-staff international travel for College business.

II. Definitions

Risk Level Descriptions from the U.S. Department of State (State Department)

- **Level 1: Exercise Normal Precautions.** The lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the U.S. and may change at any time.
- **Level 2: Exercise Increased Caution.** Be aware of heightened risks to safety and security. The State Department 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 State Department 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.** 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 State Department advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The State Department provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

III. Procedure or Application

Locations Designated Level 1

- OIP provides all program/affiliated travel participants standard written pre-departure materials that include information on general health, safety and security, as well as a written document outlining State Department and Centers for Disease Control (CDC) resources and providing links to said resources, including a link to the Smart Traveler Enrollment program through the State Department. All travelers will be covered under a health and emergency insurance policy through Educational and Institutional Insurance Administrators, Inc. (EIIA), the College's insurer.
- For all undergraduate Rollins approved study abroad programs and field studies, in addition to the above, students also receive basic health, safety, and security information verbally in required in-person pre-departure orientations.

Locations Designated Level 2

In addition to the steps taken for Level 1 locations, for trips with students, OIP:

- Requires all program/trip leaders to identify how they will mitigate risk and/or avoid any areas that are specifically mentioned as high-risk areas within the program location. This information is reviewed by OIP.
- Notifies participants of the Level 2 status and the reason for the status, and provides links to the specific State Department information.

- Explains the specific risks related to the Level 2 status verbally to students in required in-person pre-departure orientations for all undergraduate Rollins-approved study abroad programs in addition to the above.

Locations Designated Level 3

For all student international travel and faculty/staff group travel seminars the following apply.

- A committee is convened to review the program and determine whether the program should be cancelled, or, if not, to determine appropriate risk mitigation strategies. The committee consists of the executive director of global initiatives, the faculty coordinator of global initiatives, the associate vice president for risk management, assistant vice president of public safety, and for travel with students, the dean of students, and, depending on the school associated with the travel experience, the dean of the College of Liberal Arts, dean of the Hamilton Holt School, or the associate dean and chief operating officer for the Crummer Graduate School of Business. The associate director of OIP serves as a non-voting member of the committee.
- Should a determination be made that the trip be allowed, additional steps may be taken to mitigate risk. These steps include, but not limited to, the following.
 - Verifying liability coverage for the program location with United Educators and verifying health and emergency coverage with EIIA.
 - Requiring all participants to sign a waiver specifically addressing the Level 3 status.
 - Requiring an in-person session addressing specific health, safety, and security risks associated with the Level 3 status for all participants.
 - Requiring additional documentation from the program leader(s).
 - Adjustments to the program itinerary.
- Students may, on occasion, pursue participation in a program that is completely unaffiliated with the College in a Level 3 destination. In these cases, OIP staff will take all the steps mentioned above for Level 1 and Level 2 locations, and will also require the student to sign an additional waiver specifically addressing the Level 3 status.

Locations Designated Level 4

- Rollins College does not allow College-sponsored or affiliated international travel to locations designated Level 4 by the State Department.
- Students, faculty, and staff who choose to travel to a Level 4 destination on a completely unaffiliated trip or study abroad program may not be able to transfer credit back and may not be able to receive any health, emergency, or liability insurance coverage through Rollins College.

IV. Related Policies

[KI 1027 College-Sponsored Student Domestic Travel](#)

V. Appendices/Supplemental Materials

Not applicable.

VI. Effective Date

This policy is effective December 1, 2025, and supersedes all previously issued versions.

VII. Rationale for Revision

Rev. 1: 12-1-2025, regular periodic review and non-substantive changes for clarity and currency.

Original: 6-8-2021, Approved by College Policy Committee, President's Cabinet, and President.