TO: Deans, Directors, and Department Heads

FROM: Michael A. Brzezinski, Dean of International Programs

DATE: January 27, 2013

RE: International activities of Purdue students

Executive memorandum C-20 outlines procedures for students participating in Purdue sanctioned activities outside the geographic territory of the United States.

Faculty members and staff sponsoring or giving oversight to both graduate students not in paid status as well as all undergraduate student(s) going overseas for any reason are expected to both prepare the students and to involve the International Programs’ Study Abroad Office in advance of departure. This includes adherence to the Purdue policy regarding student travel to countries under a Travel Warning from the US Department of State. For those groups working through Continuing Education and Conferences or through the Dean of Students’ Office of Student Activities, leadership in these units will also be expected to interface with the Office of Study Abroad.

Specifically, at least two weeks in advance, the faculty member is advised to complete related tasks to help ensure the well-being of the student(s). The following website contains a detailed list to help with this process: http://www.studyabroad.purdue.edu/faculty/independent_study.cfm.

Please forward this memo to all faculty/staff in your unit, urging them to relay questions to Dr. Brian Harley, Associate Dean of International Programs and Director of Programs for Study Abroad, at 765-494-8733 or email at bharley@purdue.edu.

Following University procedures will help all of us ensure both safety and quality in Purdue’s international programs. Thank you all for your cooperation.