TO: Deans, Directors, and Department Heads
FROM: Michael A. Brzezinski, Dean of International Programs
DATE: January 24, 2018
RE: International activities of Purdue-WL 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. A detailed website helps outline details for Purdue-WL employees guiding Purdue-WL students for various endeavors involving overseas travel. (For those groups working through Purdue Conferences, Office of Student Activities and Organizations, Athletics, Purdue Musical Organizations and the, leadership in these units will likewise be expected to interface with the Office of Programs for Study Abroad in the ways described.)

Note that this preparation includes adherence to the Purdue policy regarding student travel to countries under a Travel Advisory of “Level 2 - Exercise Increased Caution - Contains Areas with Higher Security Risk” or higher from the US Department of State. (At the time of this writing, the only way to view the seven differentiations of the Department of State Travel Advisory levels is through the color-coded world map.) Therefore if the location is at this strata or higher, a petition process can be pursued as advised through the first paragraph of the following website.

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.

In sum, the website cited in the first paragraph links the reader to expectations. Following university procedures will help all of us ensure both safety and quality in Purdue’s international travel related programs.

Thank you all for your cooperation.