

**HAMPSHIRE COLLEGE
GLOBAL EDUCATION OFFICE
STUDY ABROAD TRAVEL POLICY**

The Global Education Office (GEO) at Hampshire College is dedicated to the provision of international opportunities to all of its students all over the world. At the same time, the College is concerned with the safety and general well-being of its student body. Therefore, we recognize that travel to certain areas regions and countries may not always be possible. Terrorism, war, disease and other risks must be taken seriously, both by the College staff and by individual students and their families. The Global Education Office uses the US Department of State Travel Advisories and the Center for Disease Control and Prevention Health Notices as guidelines in assessing risk and determining in which international sites students are permitted to study. Students are encouraged to consider the risks carefully with their families and in consultation with official sources of travel information as provided by these agencies.

“High-Risk” Travel

“High-Risk” travel is defined as travel to areas and countries that have significant political unrest, have experienced a natural disaster or other health or safety crisis, or other country or region-specific disturbances. Countries/regions with a Level 3 (Reconsider Travel) or Level 4 (Do Not Travel) travel advisory by the U.S. Department of State and/or Level 3 (Avoid all Non-Essential Travel) travel health notice by the Center for Disease Control and Prevention are considered “high-risk”. Generally, the Global Education Office will not approve study abroad in countries or regions that meet this criteria. Students still wishing to travel to high risk countries will be required to obtain additional approval (see below). If approved, students would be responsible for financial costs and logistical arrangements associated with the cancellation or interruption of the program.

COVID-19 and Travel: Currently Hampshire College has suspended ALL college-sponsored domestic and international travel in light of the worldwide security situation due to the COVID-19 pandemic. As a result, all study abroad, domestic and international, is currently suspended. Students still interested in participating in either Exchange or Field Study must appeal to the President for approval. Students are encouraged to refer to both the U.S. State Department Travel Advisories and the new [country-specific COVID ratings](#) issued by the Center for Disease Control and Prevention. Once study abroad returns, students wishing to travel to countries/regions with a level 3 or level 4 CDC COVID rating must appeal to the Vice President of Academic Affairs/Dean of Faculty and/or the President of the College for approval (see below). Students may be required to sign additional waivers and agreements of participation as appropriate. Students would also be responsible for financial costs and logistical arrangements associated with the cancellation or interruption of the program.

Program Specific Study Abroad

EXCHANGE & GEO FACULTY-LED SHORT-TERM FIELD COURSES

For Hampshire Exchange Programs and GEO Faculty-led Short-term Field Courses, the Global Education Office monitors each situation and program using the recommendations of the US

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Department of State, Center for Disease Control and Prevention as well as other sources both in the US and in the host country. Generally, the Global Education Office will not approve short-term or semester study abroad programs in countries or regions defined as “High-Risk” without special approval from the Vice President of Academic Affairs/Dean of Faculty and/or the President of the College. In addition, if at any time we feel that the security and safety of our students is at risk, we reserve the right to suspend or cancel a program. Hampshire also reserves the right to require additional information and insurance or risk waivers as deemed necessary by the College.

COURSE-BASED & SELF-DESIGNED FIELD STUDY

Hampshire College recognizes the need for students to tailor their study abroad experience to fit their academic program and to be able to develop opportunities on their own that may be with another university or study abroad provider (Course-based field study), or involve independent research, internships or community engaged learning experiences (Self-Designed Field Study). When designing their field study, students are encouraged to consider the risks carefully with their families and in consultation with the Global Education Office as well as official sources of travel information provided by the U.S. Department of State and the Center for Disease Control and Prevention. Students considering travel to “high-risk” international areas are required to obtain additional approval from the Vice President of Academic Affairs /Dean of Faculty and/or the President of the College.

Approval Procedures for High Risk International Travel (including COVID-19)

In the event that a student has chosen to participate in a course-based or self-designed field study that is a high-risk safety concern, the student is required to attain approval from the Vice President of Academic Affairs/Dean of Faculty and in some instances, by the President of the College. In order to do so, students must submit a written proposal to the Global Education Office by the Field Study/Exchange Deadline. The proposal must address the following:

1. **What you are doing:** A description of what you are planning to do. Also include:
 - **Dates/Duration:** How long you plan to be there, approximate dates.
 - **Location:** Where you plan to go. Include exact city/location(s). If not sure of complete itinerary and locations, please put general regions or cities where you think you might be. Explain why the location is pivotal to what you are doing. Why does it have to be in that specific location?
 - **Who/Organizations:** Do you have an in-country project supervisor or sponsor? Who and/or what organizations are you working with? Include any acceptance letters or correspondence with the sponsoring organization if possible.
 - **Any other important information** regarding housing, who is sponsoring it or the type of work you will be doing.
2. **Compelling rationale:** Include why it is an essential part of your academic program/divisional work to go there and why it cannot be done either at Hampshire or at home. Why do you have to do this program?

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3. **Background/Experience:** Your own background and experience with travel in general as well as specific experience with the country/location being proposed.
4. **Environment/Risk Situation:** Describe the environment of where you are going to be. Demonstrate your understanding of the country/region and the current security situation in the country. Please be sure you include the current situation as it relates to COVID-19 and/or any other health and safety risks, and address specific US Department of State and Center for Disease Control risk levels in the city(ies) where you plan to be.
5. **Emergency Response/Relocation Plan:** Write an emergency and safety/security plan. Address how you plan to stay safe given the current health and safety situation, including COVID-19 and/or other risks. Should the health/security situation worsen and require evacuation, how would you return home and who would be responsible for the evacuation (logically and financially)? Is it the program? Yourself? Or do you have a place/person (ie family) you can stay with in the event that the program is canceled or the situation worsens?

Once the above information is submitted, it will be reviewed by the Global Education Office, Center for Academic Support & Advising, Vice President of Academic Affairs & Dean of Faculty, and the President of the College as appropriate. If the proposed program of study is approved, both the student and the Center for Academic Support and Advising (CASA) will be notified. Approval is granted with the understanding that the College will continue to monitor the situation and reserves the right to cancel the program or student's participation at any time should the College decide that the situation has worsen. Upon approval of the study abroad, students are required to complete these steps:

1. Submit the Online Field Study/Exchange Enrollment Form from the Center for Academic Support and Advising (CASA).
2. Assumption of Risk, Waiver and Release for Study Abroad for High Risk destinations (you will receive this form if your appeal is approved) signed by student and parent/guardian.
3. Register in the Global Education Office Travel Registry through [HampGOES](#).

Summer Travel

Summer travel that includes travel for pleasure, non-Hampshire summer study abroad programs, community engaged learning, research or internships generally is considered independent non college- sponsored travel unless receiving funding or academic credit from the College. Students are reminded that they are traveling on their own and are therefore traveling at their own risk. Hampshire recommends that they follow the same advice given to all students during the academic year. Students participating in college-sponsored travel in which they receive college funding or academic credit must follow the college travel policy and follow the same approval procedures above.

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