TO: Deans, Directors, and Department Heads

FROM: Riall W. Nolan, Associate Provost and Dean of International Programs

DATE: March 26, 2009

RE: International activities of Purdue students

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

Faculty members sponsoring or giving oversight to graduate or 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 prohibiting 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 shall see to it that [a] insurance is obtained, [b] the Study Abroad Office is notified of student information for enrollment purposes (regardless of the specific nature of the activity), and that [c] participants are briefed about safety, including the program's communication plan.

The particular process to complete this is described in more detail on the following website.
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 extension 4-8733 or 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.

Sincerely,

Dr. Riall W. Nolan
Associate Provost and Dean of International Programs

International Programs