

**Memorandum**

**TO:** Deans, Chairs and Directors

**FROM:** Russell Ivy, Interim Provost and Vice President for Academic Affairs *Russell Ivy*

**DATE:** August 6, 2024

**SUBJECT:** **Non-compliance with FAU International Study and Travel Policy**

Travel, as part of an enriched academic experience at Florida Atlantic University (FAU) has been a longstanding practice. The purpose of international travel is to allow graduate and undergraduate students opportunities to explore countries outside of the United States while simultaneously fulfilling program requirements. Likewise, faculty may avail themselves of similar programs toward continued pedagogical, scholarly and professional development. The Center for Global Engagement under the Division of Academic Affairs oversees all academic programming involving foreign travel and should be consulted prior to University-sponsored travel.

So that the privilege of travel remains available to all eligible staff, faculty and students, [FAU policy 1.19 on Global Travel Safety and Security](#) establishes standards and expectations to which members of the university community must adhere when engaging in international travel. Deviations from the policy or outright non-compliance carries potential risks. Thus, the Division of Academic Affairs has implemented a three-strike offense system to discourage breaches of policy:

**First Offense:**

Upon the first instance of non-compliance, the faculty or staff member will receive a counseling letter from their Department Chair/Unit Head/Supervisor memorializing appropriate procedures and reminding them of the importance of complying with the international travel registration policy. In addition, the individual will be required to complete the international travel registration form within a specified timeframe, as determined by University Policy 1.19 on foreign travel.

**Second Offense:**

If a faculty or staff member fails to comply with the international travel registration policy for a second time, the Department Chair/Unit Head/Supervisor may refuse reimbursement for expenses and subject the faculty/staff member to disciplinary action, which may include written reprimand.



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**Third Offense:**

In the event of a third instance of non-compliance with the international travel registration policy, the faculty/staff member may face more severe disciplinary action, include, but not limited to, the suspension of travel privileges for an extended period and a referral to the appropriate university authorities for further disciplinary action.

The offense system is in no way intended to discourage future travel, but instead, to ensure the continued safety and security of all FAU constituents while outside of the country. All individuals overseen by Academic Affairs should make every effort to comply with existing policy before the onset of any such activities. The Center for Global Engagement remains available to provide guidance should interested parties have questions or concerns on such matters.

Cc: Stephen Engle, Associate Provost of Academic Personnel  
Mihaela Metianu, Assistant Provost of Global Engagement  
Madison McShane, Director of Education Abroad