The University of Oklahoma

OFFICE OF THE PRESIDENT

TO: Executive Officers, Deans, Chairs, Directors, Faculty and Staff

FROM: David L. Boren, President

DATE: August, 2011

RE: International Education Travel Guidelines

I have established a five-year goal to double the number of OU students studying abroad. We are expanding the summer Journey programs, sponsored through the office of Education Abroad; and additionally encourage colleges and academic units to also create similar, but non-competing, programs.

The goal of these guidelines outlined on the following web pages is to ensure that all students, faculty coordinators and instructors who travel abroad on an OU-sponsored program will be well prepared to deal with any issues or situations that may arise during the trip so that they can have a positive and safe experience. These guidelines also ensure that the Office of Education Abroad is aware of all such programs.

If you have questions or concerns, please contact Ms. Alice Kloker (kloker@ou.edu or 405-325-1693).