

Chancellor's Memorandum

CM-65 - Global Health Education Opportunities

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Monitoring Unit: Office of International Services

I. POLICY STATEMENT

The LSU Health Sciences Center at New Orleans ("LSUHSC-NO") recognizes Global Health Educational Opportunities ("GHEO") as important learning, recruiting and collaborative tools. GHEO are delivered at sites around the world, in conjunction with various partners and institutions, to facilitate opportunities for members of the LSUHSC community to engage in educational contexts that otherwise might not be available. To ensure the safety and success of GHEO participants and enhance availability, this policy governs the administration of all GHEO available to the LSUHSC-NO community.

II. GENERAL POLICY GUIDELINES REGARDING GHEO SITES

1. Each GHEO site that will provide learning opportunities for the LSUHSC-NO community must have advance written approval by the Vice Chancellor for Academic Affairs ("VCAA") of either (i) a current, fully executed Memorandum of Understanding ("MOU") or (ii) a site-specific authorization. The list of currently approved GHEO sites with MOUs is found [here](#).
2. Each GHEO site that does not include LSUHSC-NO faculty must have, prior to any participants' departure to such site, advance written approval from an LSUHSC-NO School ("School") for both the GHEO site and the designated on-site supervisor from the hosting partner institution.
3. Each GHEO site, including but not limited to that site's housing accommodations, must be physically reviewed by an LSUHSC-NO faculty member at least once every other calendar year and such review must be sufficiently documented in writing. The VCAA may grant exceptions to this requirement for physical inspection only upon written request. Any concerns regarding GHEO site location, accommodations, or any other aspects of the GHEO must be submitted in writing to the LSUHSC-NO GHEO Site Coordinator or the GHEO Committee Chair, VCAA and the partner entity for remediation.
4. Each GHEO site must submit an Emergency Management & Crisis Response Plan to the LSUHSC-NO Office of International Services and obtain VCAA approval of that plan in advance of any trip to that site. LSUHSC-NO faculty site leaders (if any) or the GHEO Committee must review such plans each academic year and require updates as needed.

III. REQUIREMENTS FOR OUTBOUND GHEO PROGRAMS

1. Each School may determine (i) whether to participate or permit participation in GHEO and (ii) whether an award of course/degree credit (and corresponding grade) is feasible and appropriate for the GHEO. If

academic credit will be awarded, the School may not accept applications for participation in a GHEO site until the LSUHSC-NO Registrar has approved the proposed credit award for that particular course.

2. All costs, including but not limited to tuition and fees, associated with a GHEO trip are the sole responsibility of the participant. Any financial support provided by LSUHSC-NO or by a School must be awarded only (i) by following a formal written application process that is open to any applicant or (ii) through a process which makes equal awards to all participants.
3. Participant Selection:
 - a. Each School must clearly identify what group(s)/persons are eligible to participate in a GHEO (Year, Degree Program/Level, etc.) and specify all within that group(s) are eligible to apply.
 - b. Applicants are not eligible to participate in GHEO if (i) they have previous or pending disciplinary actions imposed by their School or (ii) they are on academic probation.
 - c. All applicants must complete the GHEO General Application. Each School also may have an additional supplemental written application. All required forms and applications will be available online through the LSUHSC-NO website. Each School must establish a selection process and written criteria that will be followed in selecting participants, and these criteria must be made available to applicants prior to the start of the application period.
4. Pre-Departure Requirements
 - a. Each participant selected for a GHEO must attend all required pre-departure orientation/educational sessions/classes for their GHEO site. Failure to attend all required sessions may result in ineligibility to participate in the GHEO.
 - b. Each participant selected for a GHEO must provide, to the sponsoring faculty, proof of appropriate travel documentation that will permit them to enter the country of their GHEO site. Participants who require specific visa documentation in addition to a passport for entry are responsible for obtaining their required travel documents in a timely fashion at their sole expense. LSUHSC-NO may but is not required to facilitate this process for participants.
 - c. Each participant selected for a GHEO must submit, to the sponsoring faculty, proof of enrollment/registration in LSUHSC-NO's established insurance/safety alert system and in the U.S. Department of States' Safe Traveler Enrollment Program.
 - d. Each participant selected for a GHEO must obtain all necessary and required vaccinations and/or medications identified by LSUHSC-NO Student Health, U.S. Department of State and the US Centers for Disease Control & Prevention (CDC) for their GHEO site location.
 - e. LSUHSC-NO affiliated participants on approved GHEO trips will be covered by LSUHSC-NO's Commercial General Liability and/or professional liability policy for approved activity, as applicable.

IV. REQUIREMENTS FOR INBOUND GHEO PROGRAMS

1. Each School may determine whether to permit participation by non-LSUHSC-NO participants in a GHEO hosted by LSUHSC-NO. Participants from MOU-partner institutions will be granted preference for

eligibility over non-MOU partner participants to engage in such programs. Each hosting School will set written criteria for participation by inbound participants based on LSUHSC-NO requirements and the planned activity for their experience on a case-by-case basis.

2. Participant Selection

- a. Each hosting School must clearly define/determine, in writing, what non-LSUHSC-NO group(s)/persons are eligible to participate, (Year, Degree Program/Level, etc.)
- b. Non-LSUHSC-NO applicants for a GHEO must be selected and approved by both LSUHSC-NO and the sending MOU Partner Institution.
- c. Non-LSUHSC-NO applicants are not eligible to participate in GHEO if (i) they have previous or pending disciplinary actions imposed by their School or (ii) they are on academic probation.

3. Pre-Departure Requirements

- a. Participants must provide, to the sponsoring faculty, proof of appropriate travel documentation that will permit them to enter the country of their GHEO site. Participants who require specific visa documentation in addition to a passport for entry are responsible for obtaining required travel documents in a timely fashion at their sole expense; and
- b. LSUHSC-NO will not provide immigration sponsorship or otherwise facilitate entry to the U.S. beyond providing a signed letter of invitation. Inbound participants must obtain appropriate status (B-1/B-2) directly from U.S. Customs and Border Protection at entry; and
- c. Proof of appropriate status (I-94) granted to permit a stay in the U.S. for at least the duration of their planned experience must be submitted following arrival; and
- d. If the GHEO will include research activities, inbound Participants must be cleared in advance by the LSUHSC-NO committee charged with responsibility for compliance with the Louisiana Higher Education Foreign Security Act (LAHEFSA, Louisiana RS 17:1826.1- 1826.4).