

E.1.8 (Policy) International Programs

Responsible Department: Vice Chancellor for Economic and Workforce Development

Board Adoption: 5-19-09

Last Board Action: 2-23-10, 7-28-20

Overview:

The Office of International Programs will provide international education services for students, faculty, staff, and the community as well as international partners. Such services will be provided in accordance with other appropriate Alamo Colleges District policies and nationally accepted standards for international education as well as in adherence to International Programs and Crisis Management procedures.

The Office of International Programs (OIP) will deliver programs and conduct activities that align with the Vision, Mission, Values and Goals of the Alamo Colleges District, while addressing the needs and requirements of its customers. Programs and activities shall include, but not be limited to faculty led and third-party affiliate study abroad programs, student and faculty academic and non-academic exchanges, recruitment and support of international students for academic studies, English Language Training (ELT), and other programs for training and development, distance learning, sponsored programs, and international articulated programs, among others. These programs will be governed by documentation and processes appropriate to each activity. All programs and activities will adhere to the best practices and compliance requirements of international education services.

Confidentiality:

All information gathered and stored in association with any program offered by or through the Office of International Programs is subject to all applicable General Data Protection Regulation (GDPR), Family Educational Rights and Privacy Act (FERPA) regulations, and any applicable Health Insurance Portability and Accountability Act (HIPAA) requirements. Information required for release in conjunction with the respective program will be distributed as appropriate to authorized entities only in accordance with applicable regulations or pursuant to written student permission.

Travel Safety

The Office of International Programs is responsible for developing and distributing specific procedures related to safety training and employee and student orientation as well as appropriate notification of embassies, crisis or emergency abroad, crisis management, and all other relevant areas with regard to international activities. As appropriate, these specific procedures will be consistent with the Texas Higher Education Coordinating Board (THECB) and other agencies, such as, but not limited to NAFSA: Association of International Educators and the Forum on Education Abroad, that are charged with governing best practices and guidelines related to international education.

Development of International Initiatives

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To establish centrality of active international participation, consistency in leveraging international activities, and to ensure the health, safety, and security of program participants, the OIP will review all international collaborative initiatives within the Alamo Colleges District. All Alamo Colleges District international initiatives must be reviewed by the Office of International Programs and/or by the appropriate College administrator, or their designee, before program promotion, recruitment, or travel. Individuals who are not current Alamo Colleges District students, faculty, staff, or affiliates are prohibited from participation in official programs to other countries. The OIP reserves the right to cancel any approved program due to low enrollment, health, safety, or other threat or concern, perceived or actual, that may negatively impact program participants. All travel in relation to official Alamo Colleges District initiatives will be governed by the policies herein.

International Travel

The OIP will follow the guidelines published and periodically updated by the Bureau of Consular Affairs, at the U.S. Department of State. International travel is permitted for Alamo Colleges District students, faculty, staff and affiliates traveling to countries where the State Department has labeled:

Level 1 – Exercise Normal Precautions – No restrictions.

Level 2 – Exercise Increased Precautions – Travel to Level 2 areas will be authorized based on specific region, state, or province, as per the appropriate Travel Advisory.

Level 3 – Reconsider Travel

- i. Travel to these areas shall not be authorized for students.
- ii. Faculty or staff traveling to areas designated as Level 3 could be required to prepare a Risk Management Plan for review and approval of the OIP, and subsequent approval of the Chancellor, before travel plans can be initiated.

Level 4 – Do not Travel – No international travel will be allowed for anyone to countries or regions labeled at this level.

The Office of International Programs reserves the right to cancel or stay travel and/or programs in countries where a Travel Advisory reaches Level 2 – Exercise Increased Caution, Level 3 – Reconsider Travel, or Level 4 – Do Not Travel.

Students, faculty, and staff traveling abroad with an official Alamo Colleges District program will complete the necessary travel documents and participate in a mandatory pre-departure orientation regarding safety and appropriate safety measures for the country

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in which travel will occur. All participants will adhere to specific safety guidelines as appropriate while traveling.

Individuals who are not current Alamo Colleges District students, faculty, staff, or affiliates are prohibited from traveling to other countries on official Alamo Colleges District business. All international travel shall be governed by this Policy, the appropriate procedure, and any other publications and guidelines issued by the Office of International Programs. Individuals traveling to other countries are required to have District-approved insurance which includes the appropriate coverage for health, accident, and emergency evacuation and repatriation.

Faculty and staff traveling to other countries for Alamo Colleges District business may not accept honoraria or gifts for services to be performed during business travel other than previously approved compensation earned for their official services abroad. Travel accommodations including airfare, lodging, in-country transportation, and meals may be accepted for the business travel period. All travel is subject to the appropriate rules and requirements for individuals authorized to travel for and in the name of the Alamo Colleges District.

Procedure [E.1.8.1 International Programs](#)