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SECTION: Academic Affairs

SUBJECT: International Academic Project Development

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Policy for: Columbia and Palmetto College campuses
Procedure for: Columbia and Palmetto College campuses
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I. Policy

This policy is to encourage new international academic programs. It provides guidance and potential funding mechanisms for colleges and schools in their efforts to promote international projects that would benefit the university as a whole.

International academic programs include all major initiatives intended to create curricula, dual degree programs, or other long-term collaborative academic projects coordinated with academic institutions outside of the United States. Programs included for the purposes of this policy may involve undergraduate or graduate students from the university or from collaborating international institutions. Study Abroad programs and other short-term exchanges are excluded from this policy. Grant funded research is not covered by this policy.

II. Procedure

- A. Colleges and schools that wish to promote major new international academic projects must notify the Office of the Provost prior to any negotiation of the terms of a proposed international academic program. Notification must include the name of the collaborating institutions, participating academic units (including our own) and an overview of the proposed initiative.
- B. Projects that may redound to the strategic and financial benefit of the university may apply to the Office of the Provost for seed program development.
 - 1. Applications must be submitted at least 30 days prior to the requested funding.
 - 2. Applications should be a maximum of two pages.
 - 3. Cost share funds from the Office of the Provost may include one international plane ticket and up to two nights in a hotel.

4. The application must clearly specify the strategic benefit of the project for the university as a whole and quantify it when possible.
 5. Funding is at the discretion of the Office of the Provost and subject to the availability of funds.
- C. New international academic projects are expected to be self-sustaining and produce revenue for the university.
1. Non-tuition based revenues (fees, contracts, etc.) under \$50,000 per annum from new international programs will remain in the college. New tuition for USC credit hours under \$50,000 per annum not accrued in the summer will continue to be treated as university revenues.
 2. New programs that produce non-tuition based new revenues (fees, contracts, etc.) of under \$250,000 per annum will share net revenues in excess of \$50,000 with the Office of the Provost. Programs may request a share of new tuition for USC credit hours greater than \$50,000 but under \$250,000 per annum not accrued in the summer.
 3. For new projects expected to produce revenue in excess of \$250,000, including tuition, the Office of the Provost will share a percentage of the net revenue it receives with the college or school, who will share these funds with originating departments as appropriate.
- D. Tuition and Fees

International academic project participants are responsible for all USC tuition and fees (e.g. application, international, orientation, registration, health, matriculation, technology, and housing) as established by the USC Board of Trustees or University Administration. All tuition and fee charges must be paid “in-full” prior to the program start date. Any exceptions must be approved by the Provost.