

NUMBER: ACAF 2.08
SECTION: Academic Affairs
SUBJECT: Faculty/Staff-Led Overseas Programs for Students
DATE: June 4, 2013
REVISED: May 5, 2017
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Executive Vice President for Academic Affairs and Provost and Vice
President for System Planning
Issued by: Office of the Provost

I. Policy

The University of South Carolina encourages faculty and staff members to create and lead programs that provide students with overseas educational opportunities. These opportunities include credit-bearing courses with an overseas component as well as non-credit bearing overseas travel programs. This policy establishes the protocols for creating faculty/staff-led overseas programs for undergraduate, graduate, and professional students. This policy does not relate to academic major degree programs that are conducted overseas.

For purposes of this policy, the terms abroad, overseas and international refer to any location outside of the fifty United States of America and District of Columbia (Washington, D.C.).

- A. Proposals for all credit-bearing or non-credit bearing faculty/staff-led overseas programs for students shall be reviewed and approved by an Overseas Program Approval Committee based upon established criteria, which should include:

For all overseas programs

- Departmental support
- Anticipated cost of the program
- Safety of the program destination
- Program leader expertise and program subject matter compatibility
- Program leader experience

For credit-bearing overseas programs

- Academic merit
- Compatibility of academic focus and destination

- B. The Overseas Program Approval Committee is chaired by a Vice Provost. Other committee members include, but are not limited to, the Director of Study Abroad, the

University Risk Manager, and one or more representatives from the University Faculty. Committee members are appointed by the University's Executive Vice President for Academic Affairs and Provost.

II. Procedures

A. Overseas Program Development and Approval Process

1. To develop a faculty/staff-led overseas program for students, the program developer follows the procedures established by the Study Abroad Office for the development of an overseas program.
2. To obtain approval for the overseas program, the program developer submits a completed overseas program proposal form by the established deadline to the Study Abroad Office, which will forward the proposal to the Overseas Program Approval Committee.
3. The Overseas Program Approval Committee returns approved proposals to the Study Abroad Office, which communicates the Committee's initial approval to the program developer. Initial approval allows the program developer to proceed with the next steps of the development process.
4. Once the program is approved by the Overseas Program Approval Committee, the program developer submits a contract between USC and any service provider or overseas partner institution with an accompanying Contract Approval Form to the Study Abroad Office by the established deadline. The Study Abroad Office will route the contract through the Office of the Provost, the Office of General Counsel, and the Board of Trustees for approval.
5. Upon receipt of a copy of the service provider/overseas partner institution contract approved by the Board of Trustees, the Study Abroad Office communicates final program approval to the program developer and to the sponsoring Department, School, or College. Program deposits may not be collected from students, and payments to the service provider may not be made, prior to the program developer receiving this final approval.

- B. University faculty and staff are not authorized to hire or travel with USC students overseas without the approval of the Overseas Program Approval Committee. Faculty, staff and students who participate in faculty/staff led overseas programs without approval of the Committee do so entirely at their own risk and in their individual capacities and not within the course and scope of any approved or sanctioned university activity. Faculty or staff who hire or travel with university students without the approval of the Committee must inform the students that the work or travel is not sanctioned or supported by the university and that all risks related to the work or travel is borne individually by the student and

involved faculty or staff member. Any faculty, staff, or student working or traveling overseas in a faculty/staff led overseas program without the approval of the Committee must exercise their own due diligence and good judgment in evaluating their overseas activities. The university expressly disclaims any and all responsibility for any problems that may arise regarding faculty/staff led overseas programs not approved by the Committee.

III. Related Policies

University Policy ACAF 2.00 Creation and Revision of Academic Programs

IV. Reason for Revision

Student safety and risk management.