

## **Steps for Faculty Members Developing a Global Classroom (Study Abroad Course) offered in the College of Arts & Sciences**

1. Resources and deadlines for developing a study abroad course are hosted on the Education Abroad Office's Blackboard organization. See their [website](#) to sign up and for deadlines. Faculty must complete the requirements spelled out in Blackboard and work with Education Abroad on preparation of a contract with the study abroad provider. As part of submitting the Study Abroad proposal, the faculty member will submit a Program Leader Agreement Form that includes the signature of their unit chair to confirm departmental approval to run the course. Please contact Dasya' Young in the Education Abroad office at [dryoung@mailbox.sc.edu](mailto:dryoung@mailbox.sc.edu) with any questions about this portion of the process.
2. Once a contract is prepared, Education Abroad will open applications for students, but no payments towards the program fee can be paid until the contract has been fully signed and executed (see steps 3-4 below).
3. Once a contract is prepared, the unit chair will then send the contract to Courtney Starling, the Administrative Coordinator in Petigru, [starlinr@mailbox.sc.edu](mailto:starlinr@mailbox.sc.edu), who will send it to the appropriate Associate Dean, Budget Unit Contact in the College, the Director of Finance and Budget Operations (Sharon Heiligman), and the Dean for approval.
4. Courtney Starling will send the approved, signed contract with the Dean's signature to Dasya' Young in the Education Abroad Office. The contract will be uploaded to the contract database, Mobility, from which it will be routed to the Provost's Office and General Counsel for approval. Once faculty member receives the fully executed contract (signatures from both participating parties [USC and Partner Provider]), they will send a copy to Courtney Starling, their unit chair, the appropriate Associate Dean, and Dasya' Young via email. Dasya' will then upload a copy of the fully executed contract to Mobility and Courtney will upload her copy to a designated Teams folder to which Lydia Frass, the appropriate Dean's Office budget team contact, and the Associate Deans have access. The Teams folder will serve as the permanent college record of the contract.
5. Lydia Frass in the Office of Curriculum Management and Data Analytics will check to see that minimum enrollments are met and any necessary RIS forms are submitted and processed, in accordance with the usual CAS processes and policies.

**Steps for Faculty Members Developing a Contract *outside* of the Global Classroom (Student or Faculty Exchange/Direct Enrollment/MOU/etc.) offered in the College of Arts & Sciences**

1. Resources and deadlines for developing an exchange program, overseas programs, etc. are hosted on the Education Abroad Office's Blackboard organization. [See their website](#) to sign up and for deadlines. Faculty must complete the requirements spelled out in Blackboard and work with Education Abroad on preparation of a contract with the international provider. The contract should be comprised of a Contract Approval Form, International Agreement Review Form, and Partner Contract. Please contact Eileen Druzynski in the Global Carolina office at [eileend@mailbox.sc.edu](mailto:eileend@mailbox.sc.edu) with any questions about this portion of the process.
2. Once a contract is prepared, Education Abroad will open applications for students, but no payments towards the program fee can be paid until the contract has been fully signed and executed (see steps 3-4 below).
3. Once a contract is prepared, the unit chair will then send the contract to Courtney Starling, the Administrative Coordinator in Petigru, [starlinr@mailbox.sc.edu](mailto:starlinr@mailbox.sc.edu), who will send it to the appropriate Associate Dean, Budget Unit Contact in the College, the Director of Finance and Budget Operations (Sharon Heiligman), and the Dean for approval.
4. Courtney Starling will send the approved, signed contract with the Dean's signature back to the unit chair and requesting faculty member. The contract will then need to be uploaded by the faculty member to the contract database, Mobility, from which it will be routed to the Provost's Office and General Counsel for approval. Once faculty member receives the fully executed contract (signatures from both participating parties [USC and Partner Provider]), they will send a copy to Courtney Starling, their unit chair, the appropriate Associate Dean, and Eileen Druzynski via email. The faculty member will then upload a copy of the fully executed contract to Mobility and Courtney will upload her copy to a designated Teams folder to which Lydia Frass, the appropriate Dean's Office budget team contact, and the Associate Deans have access. The Teams folder will serve as the permanent college record of the contract.
5. Lydia Frass in the Office of Curriculum Management and Data Analytics will check to see that minimum enrollments are met and any necessary RIS forms are submitted and processed, in accordance with the usual CAS processes and policies.

(Revised 9/5/2025)