

ADMINISTRATIVE DIVISION ACAF Academic Affairs		POLICY NUMBER ACAF 2.08
POLICY TITLE Faculty/Staff-Led Overseas Programs for Students		
SCOPE OF POLICY USC Columbia		DATE OF REVISION August 8, 2022
RESPONSIBLE OFFICER Executive Vice President for Academic Affairs and Provost		ADMINISTRATIVE OFFICE Office of the Provost

PURPOSE

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.

DEFINITIONS

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.).

POLICY STATEMENT

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.

- 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:
 - 1. For all overseas programs:
 - a. Departmental support
 - b. Anticipated cost of the program
 - c. Safety of the program destination
 - d. Program leader expertise and program subject matter compatibility
 - e. Program leader experience
 - 2. For credit-bearing overseas programs
 - a. Academic merit

- b. Compatibility of academic focus and destination
- B. The Overseas Program Approval Committee is chaired by a Vice Provost with oversight of Global Carolina. Other committee members include, but are not limited to, the Director of Education Abroad and one or more representatives from the university faculty. Committee members are appointed by the chair of the Overseas Program Approval Committee.

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 Education 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 Education Abroad Office, which will forward the proposal to the Overseas Program Approval Committee.
 3. The Overseas Program Approval Committee returns approved proposals to the Education 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 Education Abroad Office by the established deadline. The Education 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 Education 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 travel with USC students overseas without the approval of the Overseas Program Approval Committee. This applies to all overseas travel and includes travel for either research or educational purposes or for credit, non-credit or employment purposes.

Faculty or staff who 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. 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.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES
[ACAF 2.00 Creation and Revision of Academic Programs](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 4, 2013	New policy approval
May 5, 2017	Office name change and committee composition.
August 8, 2022	Updated to standard template.