

ADMINISTRATIVE DIVISION Academic Affairs	POLICY NUMBER 307
POLICY TITLE Faculty/Staff-Led Overseas Programs for Students	
DATE OF REVISION June 12, 2025	
RESPONSIBLE OFFICER Executive Vice Chancellor for Academic Affairs & Provost	ADMINISTRATIVE OFFICE Academic Affairs

PURPOSE

This policy establishes protocols for creating and operating faculty-led international programs for undergraduate and graduate students.

DEFINITIONS

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

POLICY STATEMENT

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

- A. Proposals for all credit-bearing or non-credit bearing faculty/staff-led international programs for students shall be reviewed and approved by International Program Committee or designee (IPC) based upon established criteria, which at a minimum, should include:
 - 1. School and departmental support
 - 2. Justification for travel and academic merit
 - 3. Program leader expertise and experience
 - 4. Compatibility of academic focus and destination
 - 5. Proposed itinerary and travel arrangements
 - 6. Proposed budget
 - 7. Safety of the program destination

Programs not approved by the IPC shall be returned to the Program leaders to modify the proposal and resubmit for consideration.

- B. Programs approved by the IPC are forwarded to the Provost or appropriate Vice Chancellor for approval.
- C. Programs seeking financial support from university funds shall also require approval of the Vice Chancellor of Finance.

D. Faculty/Staff Responsibilities

Primary program leaders: Faculty or staff member who has the primary responsibility for successful Management and execution of the international program. In the case of a credit-bearing course, this typically, will be the instructor of record. In those cases where two individuals are “co-leading” the program, one should be designated as the primary program leaders.

Secondary program leader: Faculty or staff member who has the secondary responsibility for successful management and execution of the international program. In cases where the second leader does not have any responsibility for the delivery of academic content associated with the program, this individual is typically described as the “program assistant.”

Service/logistics provider: Any third party that makes arrangements for the program on behalf of the program leader. This includes entities such as travel agents, educational organizations and foreign institutions.

Each primary program leader of an international program, along with the unit sponsoring the program, is responsible for the management of the international program budget, ensuring that:

1. The program does not operate at a financial deficit unless university-subsidy has been approved
2. Only appropriate costs are incorporated into the program fee
3. The program fee is not cost prohibitive to students
4. Program fees are collected, and payments made in accordance with established policies and procedures

PROCEDURES

- A. The Program Developer (faculty or staff) follows established procedures of the International Programs Committee to develop and submit a proposal for approval. Initial approval allows the program developer to proceed with the next steps of the development process.

B. Use of Third-Party Vendors

In consultation with the IPC, the Program Developer reviews available contractual agreements to determine feasibility of use. If a new international provider or partner is sought, the Program Developer submits a prospective contract between USCB and partner for approval.

Program deposits may not be collected from students, and payments to the service provider may not be made to the proposed partner until the contract is approved.

- C. University faculty and staff are not authorized to hire or travel with USCB students internationally without the approval of the Provost or appropriate Vice Chancellor. Any traveler who participates in faculty/staff led international program without approval does 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.
- D. The university expressly disclaims any and all responsibility for any problems that may arise regarding faculty/staff led international programs not approved by the Provost or Vice Chancellor.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 12, 2025	Reviewed policy, minor revisions
October 4, 2019	Reviewed policy, minor revisions
September 13, 2019	New policy