

INTERNATIONAL ACADEMIC AGREEMENTS

II B. Procedure for USC Upstate

1. Required Documents and Forms -- The following documents should be submitted to and archived in the Center for International Studies to corroborate the presence of a partnership relationship with an international institution:

- a. A Consortium Agreement duly completed with appropriate university names and signatures at each relevant level;
- b. An official translation of the agreement in a language other than English (whenever a non-English version is required and signed by both parties.)

2. Chain of Approval

a. Agreements related to existing academic programs or degrees shall be reviewed according to the mechanism as outlined below:

- i. At the first stage of development of a new affiliation, a faculty member, chairperson, or academic dean discusses the desire for an affiliation with the Director of the Center for International Studies. The Director considers the request based on existing agreements and the ability to sustain additional ones.
- ii. The international Director discusses the feasibility and desirability of the new affiliation with the academic dean of the subject College. If the dean agrees the new affiliation is desirable, then the Director of the Center for International Studies presents a template for Consortium Agreement to appropriate personnel in the International Office of the target institution.
- iii. Any modifications in the template are approved by the dean, international Director, and any higher level of administration that may be deemed necessary.
- iv. Agreement signatures are obtained from the Chancellors/Presidents of both institutions at the instigation of the respective international Directors. Signed versions are distributed in duplicate to both institutions with distribution of copies made to on-campus entities that may require notification, i.e., Financial Aid Office.

b. Agreements related to new academic programs and/or degrees shall be discussed and reviewed initially by the Director of International Studies with the Executive Vice Chancellor for Academic Affairs. Once agreement and approval has been reached, a

proposal will be submitted through faculty governance as deemed appropriate and necessary. In situations where CHE or SACS approval might be required prior to implementation, those approvals will be obtained through the Office of Academic Affairs. The appropriate chain of approval process will then be implemented starting with item a.ii. above.

c. Contracts with third-party providers will be reviewed and assessed for viability by the international Director. In conjunction with appropriate deans, the Director will determine if the partnership adds value to the current portfolio of partnership agreements. The Director will discuss pertinent issues with the Executive Vice Chancellor for Academic Affairs and then obtain signatures as indicated in item a.iv. above.