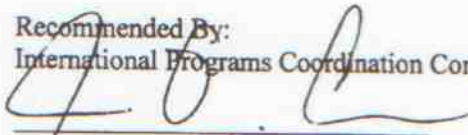


CLEMSON UNIVERSITY

Policy for Summer Programs November 10, 2004

1. All Clemson University faculty led summer study abroad programs must be submitted to and approved by the International Programs Coordination committee. The Committee will establish guidelines for summer study abroad programs and communicate them to all colleges. Submission deadlines are to be determined.
2. Budgets for summer programs must be structured to cover all program costs including faculty salary, faculty transportation, insurance, lodging, field trips and program related travel. The budget must be detailed and it should be clear what is and is not covered in the program tuition and program fee (i.e. food, personal travel, etc.). Budgets must be submitted to and approved by the International Programs Coordination Committee. Submission deadlines are to be determined.
3. Students participating in summer programs will be charged in-state tuition rates plus 10 percent of the in-state tuition rate. The in-state tuition revenue will be returned to the sponsoring college or unit to be used to cover the summer study abroad program costs. The additional 10% will go to the International Programs and Services office to be used to help cover related administrative costs and to support program development, quality control, pre-departure orientation, faculty training and safety and security compliance.
4. Any surplus revenue over and above the program costs can be administered by the college/department/ or sponsoring unit and should be used to support study abroad program development, marketing, and international travel stipends for students etc.
5. The IPCC will review accounts on an annual basis.

Recommended By:
International Programs Coordination Committee



James P. Cross
Vice Provost for International Programs and Services
Committee Chair

Date

1-13-05

Approved



Dr. Doris R. Helms
Vice President for Academic Affairs and Provost

Date

2-16-05



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