PROGRAM REQUIREMENTS & IMPLEMENTATION TIMELINES (2018-2019 PROGRAMS)
Please read carefully and ensure compliance. The failure to meet these criteria could result in the withdrawal of your program. If an individual program has any additional requirements, then those will be communicated separately. For questions, please discuss with the program management staff at Clemson Abroad.

GENERAL PROGRAM REQUIREMENTS:

Leadership:

1. Leader qualifications on Clemson’s faculty-directed programs at: http://www.clemson.edu/studyabroad/documents/policy.pdf

2. Two-Deep Leadership is required on all faculty-directed programs. Please communicate and confirm to the Clemson Abroad office the names (and contact details) of the program leadership

3. Position description defining roles/responsibilities for graduate assistants. Undergraduate students cannot serve in this capacity per the Office of Undergraduate Studies

4. If the program proposes to hire/engage non-Clemson faculty/staff/assistants, this hiring request should have been included with the program proposal submitted to the appropriate department. Please submit the approved hire from the sponsoring department (and HR). All personnel must fulfill other Clemson requirements such as training for FERPA, Title IX, etc.

5. On programs that are delivered by host institutions, the roles and responsibilities of Clemson personnel should be clarified and approved by the department and Clemson Abroad

Curriculum:

1. Syllabi must meet the department and college’s curricular requirements and include the contact hours associated with in-class meetings, academic, and cultural excursions. For example, an excursion that supports the course objectives or learning outcomes is calculated as 1:1 excursion to contact ratio; whereas cultural excursions that are not tied to course objectives or learning outcomes would be calculated as 1:0.5 excursion to contact.

2. For courses taught by host institutions, please submit the full syllabus and documentation of approval for course equivalency from the credit granting department

3. If offering graduate course credit then please submit the syllabus for each graduate course clearly identifying the learning objectives (and with the granting department’s approval)

4. If offering IS 2100 credit, please indicate so in your program proposal, and incorporate the revised and updated CCA guidelines (schedule a discussion/meeting with appropriate Clemson Abroad personnel) in
the syllabus, which must be reviewed and approved by Council for Global Engagement (CGE) prior to program delivery

5. If offering cross-listed courses with other departments/colleges, these courses must also go through the approval process of the other departments/colleges that house those courses. Failure to obtain approval from the other department or college for a cross-listing may result in significant restructuring of the program. Please take into consideration the viability of the program in terms of enrollment in the event that the cross-listing request is denied. Cross-listing is determined by the University Curriculum Committee and must already be approved for your requested courses

**Budgets & Finances:**

1. Faculty directors/instructors must receive fair compensation for their work/labor in developing, maintaining and delivering the program. Indicating “no salary” or reduced salary in program budgets is unacceptable unless other sources are identified that are covering costs. Budget the university minimum for adjunct salary, based on the Clemson University Faculty Manual, and individual College policies.

2. If the program employs graduate assistants, please submit the [Graduate Assistant on Study Abroad Form](#), including a clearly defined job description identifying the roles and responsibilities and associated compensation (salary, per diem, housing and transportation allowance etc.) Undergraduate students will not be accepted as program assistants as indicated earlier.

3. Instructional costs for each program must be covered by tuition revenue generated by that program. Students cannot be charged excess for instructional delivery and tuition shortages. If necessary, reconsider budgets and fixed costs through procurement of external funds

4. Allocation of 100% of tuition surplus to subsidize program fee is neither recommended nor standard practice. A plan for use of surplus tuition must be reviewed with the department chair and Clemson Abroad Director

5. Preliminary Budget must be finalized after discussions with college liaisons (Regina Foster for AAH; Gaby Peschiera for College of Business; Matt Long for CECAS; or Dan Solomon and Celeste Yarlagadda for others) before communicating those costs to students

6. If the maximum program enrollment is expected to exceed 30 students for a faculty-directed program, then Clemson Abroad requires a review of the leadership requirement to ensure all students on the program are provided with the appropriate level of administrative support

7. All programs require adequate contingency funds - $1,000 for embedded travel programs, $2,500 for short term programs (example: summer, spring break), $5,000 for semester programs, and $10,000 for academic year or center-based programs. Tuition surplus from previous years, where available, will be used to offset the costs of contingency funds. All other use of tuition surplus requires the approval from the department Chair and discussion with the Clemson Abroad Director, and by policy, can be used only for global engagement activity

8. If your program is utilizing Creative Inquiry, Honors College, Student government, NSF, or other outside funding to offset student costs, please be sure you are adhering to all requirements of the funding
source(s), and notify Clemson Abroad of these funding allocations as well as any stipulations on fund payment or delivery

**Compliance, Safety and Risk Management:**

1. Confirmation of IRB approval for programs that engage in human subjects research is required

2. If program features student engagement in medical, health, and nursing clinics, submit a statement addressing risks to students and local communities. Statement must also include details such as the delivery of services (example - if they are by non-licensed practitioners in host country) and its legal standing. It is expected that all programs that incorporate student engagement in medical, health, and nursing clinics will abide by the Guidelines for Undergraduate Health Related Experiences Abroad, and provide Universal Precautions Training to students prior to their departure, and again on-site as necessary.

3. If your program provides internships or service/medical placements in host country, please provide the documentation from service provider that indicates their authorization for provision of said services.

4. All faculty/leaders on the program must complete Title IX and Risk Management training (once every 3 years)

5. Faculty must notify Clemson Abroad within 24 hours of an incident on their program and complete an [Incident Report Form](#).

6. If a program destination is Level 2 or higher, according to the [Department of State Travel Advisory](#) system, the faculty will be required to complete additional health and safety documents through the High Risk Travel Committee.

**STUDENT APPLICATION DEADLINES:**

1. October 1 for Spring Semester/Spring Break Programs, and March 1 for Summer Programs. (Your program can set an earlier date and if so, then the program must communicate that explicitly to the students and update Clemson Abroad)

2. Faculty must admit students by October 10 for Spring/Spring Break Programs and March 10 at the latest for Summer and Fall programs.

3. Students’ deadline to commit for Spring/Spring Break programs is October 25. Students’ deadline to commit for Summer programs is March 25. Students’ deadline to commit for Fall programs is April 1.

**PROGRAM IMPLEMENTATION DEADLINES:**

*3 months prior to departure (October 15 for Spring Semester/Spring Break & February 15 for Summer and Fall/Fall Break)*

1. Faculty Roles/Responsibilities and Expectations form

2. Foreign travel authorization form

3. Graduate Assistant form (if applicable)
4. Vendor contracts

8 weeks prior to departure (November 15 for Spring Semester/Spring Break & March 15 for Summer and Fall/Fall Break)

1. Finalized course syllabi for the program
2. Program specific pre-departure orientation schedule and materials submitted to Clemson Abroad
3. Detailed itinerary showing the academic schedule and contact hours (1 credit = 15 contact hours and 2 field hours = 1 lecture hour)
4. Finalized program budget
5. Completed Health, Safety and Risk Management form
6. Completed Insurance/Funding Questionnaire (including complete list of program leaders/assistants traveling with the program)
7. Compliance and Ethics Questionnaire (if applicable)

Within 3 weeks, following program end date

1. Post-Program Report
2. Post-Program Review
3. Reimbursement forms and original receipts for all expenditures (within 2 weeks of return)