

NUMBER: ACAF 2.05 (NEW)  
SECTION: Academic Affairs  
SUBJECT: Consortial Academic Contracts and Agreements  
DATE: February 17, 2017  
Policy for: All Campuses  
Procedure for: Columbia and Regional Palmetto College Campuses  
Authorized by: Executive Vice President for Academic Affairs and Provost and Vice President for System Planning  
Issued by: Office of the Provost

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## I. Policy

The University of South Carolina engages with institutions and agencies nationally and internationally to collaborate in the offering of consortial academic programs. These collaborations are typically regulated by a formal consortial contract or agreement that outlines expectations and obligations for each institution or entity. This policy defines the standards according to which consortial academic contracts and agreements are developed, governed and reviewed.

All university consortial academic contracts and agreements are subject to the authority of the Board of Trustees. The Office of the Provost oversees their development and review for the Columbia and Regional campuses. Within the Office of the Provost, Global Carolina is charged with oversight of contracts and agreements with international institutions, as per University policy [ACAF 2.06](#).

### A. Definitions

As used in this policy, the term “consortial academic contract/agreement” applies to any formal contract/agreement governing and supporting educational programs that:

1. Establishes a dual degree, a joint degree, joint certificate or comparable arrangement resulting in the award of one or more degrees.
2. Involves partnership with an academic institution or agency inside or outside the United States.
3. Is executed on behalf of or in the name of the University of South Carolina or any of its campuses, colleges, schools, departments, or units.

### B. Required Approvals (may take up to 6 months prior to start date)

1. College: All proposed or renewed agreements must be approved by the academic unit head(s), and the college or school dean(s). The Academic Program Liaison (APL) for the college, school, or regional Palmetto College campus will serve as the main information resource on procedures for their respective unit.
2. Student Affairs: The enrollment and student financial and support services implications of consortial academic contracts and agreements may require acknowledgement by the following:
  - a. Office of Admissions, if the consortial agreement involves special admissions or enrollment provisions for program participants
  - b. University Registrar, if special coding or tracking of students in the program will be required
  - c. Office of Financial Aid, if the program impacts the awarding of financial aid to student participants
  - d. Associate Vice President for Enrollment Management, if the program impacts the overall enrollment makeup of the undergraduate student body, and/or if the program participants will be receiving scholarship aid
  - e. Senior Associate Vice President for Student Affairs and Academic Support, if program participants will be receiving special tuition rates or program fees, if they will require student support services, such as special accommodations, housing, and advising.
3. Provost Office: The Office of the Provost will evaluate all consortial academic agreements and contracts against the purpose of the institution every five years or when subject to renewal. The evaluation will consider the following factors: consistency with university mission, agreement activity, appropriateness of administration, adequacy of risk and safety management, academic soundness, and ongoing viability. In addition, approval may be required by one or more of the following. .
  - a. Vice Provost and Director for Global Carolina must approve international consortial agreements.
  - b. Associate Provost of Academic Programs must approve domestic consortial agreements.
  - c. Vice Provost and Dean of the Graduate School must approve consortial agreements pertaining to graduate degrees.
4. University: The University Budget Office advises the Provost regarding fiscal issues tied to consortial academic contracts and agreements. The Office of

General Counsel processes and maintains records of all consortial agreements, each of which must be reviewed and signed by the Office of the Board of Trustees. No other individuals at the university are approved to sign agreements referencing the University of South Carolina. See also University Policy **BTRU 1.04**, “Authority to Sign Contracts.”

C. Approval Criteria

1. Each consortial academic contract/agreement must provide for the following:
  - a. A clear indication of the responsibilities of all parties to the agreement;
  - b. Provision for ensuring the quality of the programs and courses offered through the agreement;
  - c. Provision for evaluating the agreement in relation to the mission of the University;
  - d. An assessment of the risk and safety management practices.
2. The consortial academic contract/agreement should contain the anticipated beginning date of the agreement, a description of the agreement, and the complete address and location of all parties involved in the agreement.
3. The consortial academic contract/agreement must be approved by all USC authorities before the program commences.
4. If the proposed or renewal agreement is related to a new or existing academic program or degree, the academic unit head(s) must also follow the procedures outlined in University Policy **ACAF 2.00**, “Creation and Revision of Academic Programs” to ensure compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the South Carolina Commission on Higher Education (CHE) regulations.
5. The following disclaimer statement must be used in any materials describing the relationship with a non-SACSCOC-accredited institution, inside or outside the United States. USC is responsible for reviewing, approving, and monitoring the non-SACSCOC partner institutions’ statements of relationship to ensure conformity with the disclaimer:

*The University of South Carolina is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Baccalaureate, Masters, and Doctoral degrees. [Name of partner institution] is not accredited by SACS Commission on Colleges and the accreditation of University of South Carolina does not extend to or include [name of partner institution] or its students. Further, although University of South Carolina agrees*

*to accept certain course work from [name of partner institution] to be applied toward an award from University of South Carolina, that course work may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from University of South Carolina. The decision to accept course work in transfer from any institution is made by the institution considering the acceptance of credits or course work.*

6. Specific criteria used when reviewing proposed and renewal agreements to assess the connection to the university's academic mission, institutional interest, and potential for success include:
  - a. the perceived level of demand for the proposed program or record of demand for an existing program requesting renewal;
  - b. the prospects for substantive collaboration to occur;
  - c. the caliber of the partnering college or outside entity;
  - d. the compatibility of institutional mission; and
  - e. the existence of agreements with other partnering institutions or agencies that may compete with or duplicate proposed agreement
  
7. Additional criteria used to review program agreements may include:
  - a. whether the partnering institution/agency (and the university when appropriate) has relevant coursework that the student can take;
  - b. for international agreements: the quality of the language instruction at the partnering institution;
  - c. the administrative support and facilities available for students at the partnering institution;
  - d. the alignment between the academic calendar of the partnering institution and the University's academic calendar; and
  - e. the ability of students from partnering institutions to meet admissions requirements.

#### D. Existing Consortial Program Review and Renewal

1. Consortial academic contracts and agreements will usually have five year terms unless otherwise stated in the agreement. The office responsible for contract or agreement management will be designated in the contract or agreement, and will

work with the Office of Academic Programs for agreements with U.S. institutions or agencies, or under Global Carolina for international agreements.

2. Global Carolina will initiate and coordinate regular reviews of international agreements as per ACAF 2.06. The Office of Academic Programs will initiate and coordinate regular reviews of non-international agreements outside of the College of Education.
3. Programs established under agreements specifying automatic renewal should be contacted by the responsible office designated according to I.D.1 above to ensure that the programs are reviewed before the automatic renewal occurs.
4. The responsible office designated according to I.D.1 above will notify the Office of the Provost in writing regarding the outcome of all agreement or program reviews. Additionally, copies of all agreement or program renewals should be forwarded to the Office of the Provost.
5. The responsible office designated according to I.D.1 above is responsible for maintaining the official list of their respective agreements and programs on the Columbia and Regional campuses.

## II. Related Policies

University Policy ACAF 2.00 Creation and Revision of Academic Programs

University Policy ACAF 2.06 International Academic Agreements

University Policy BTRU 1.04 Authority to Sign Contracts

## III. Reason for Policy

To provide policy and procedural criteria for the establishment and renewal of consortial academic contracts and agreements, whether national or international.

Appendix:

Domestic Consortial Agreement Review/Renewal Form

# DOMESTIC CONSORTIAL AGREEMENT REVIEW / RENEWAL FORM

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Department/College

Contact Person (as listed on original contract approval form)

Contact Person (if changed)

Type of Agreement

Sent for Review

Expiration

Agreement Partner (name, location)

1. What activity has occurred under the agreement since its approval?

2. How is activity covered by the agreement consistent with USC Columbia's mission?

3. How is activity covered by the agreement academically sound?

4. How is activity covered by the agreement appropriately administered?

5. How are risk and safety issues related to activity covered by the agreement addressed?

6. Is the agreement viable with respect to facilities, finances, and resources? If not, specify actions to be taken and when.

7. Based on the review, the Department/College recommends that the agreement listed above be

Approved for Continuation/Renewal

Approved for Termination

Reviewer of Agreement

Reviewer Title

Reviewer Contact Information (phone)

Reviewer Email

*Signed approval of the recommendation listed above by the following responsible parties:*

Department Head Approval (if applicable)

Date

Dean Approval

Date

Office of the Provost Approval

Date