

**Office of Educational Outreach
College of Education**

Policies and Procedures

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Staff:

- Ed Dickey, Director [Wardlaw 226, 803-777-6235]
- Marie Cook, Contract and Accounting Manager [Wardlaw 217, 803-777-3069]
- Sheryl Horton, Student Services Coordinator [Wardlaw 217, 803-576-5699]

The Office of Educational Outreach (OEO) administers and manages contract courses and degree programs offered by USC units, particularly those from the College of Education. Contract courses are those offered under an agreement between USC and an outside agency or between a USC academic unit and a USC funded project. Such courses allow enrollment of qualified students based on the needs of the agency or project stipulated in an agreement. Contract courses can also be part of degree programs offered under contract with an outside agency. The OEO provides services to faculty, students, and staff involved with courses and programs where the tuition is funded by a contracting group.

The OEO is housed in and supported by the USC-Columbia College of Education. The Office staff includes a Director, a Contract and Accounting Manager, and a Student Services Coordinator. OEO staff members coordinate work with USC academic units to assure the academic integrity of contract courses and the quality of course instructors. The office also administers contract approval for both courses and degree programs for USC academic units in collaboration with the Office of General Counsel and through the USC Sponsored Awards Management (SAM) group. The [OEO web site](http://www.ed.sc.edu/oeo/) at www.ed.sc.edu/oeo/ provides information and resources for processing course and degree program contracts.

I. Policies

A. Administrative Responsibility and Oversight

1. The OEO administers contract courses and degree programs for all departments within the USC College of Education.
2. The OEO provides administrative support for contract courses or degree programs offered by USC-Columbia units outside the College of Education based on need or request for assistance.
3. The OEO is under the direct supervision of the Dean of the College of Education.

4. Matters of academic integrity and policy fall under the authority of the Office of the Provost and the academic unit offering the course or program. Responsibility for alignment of degree programs and courses for teachers and other school personnel with **National Professional Development Standards** (2000) and the **International Society for Teaching in Education NETS for Teachers** (2008) and **Administrators** (2009) rests with the academic unit offering such programs and courses.
5. For all graduate courses involving school personnel, OEO works with academic unit heads to ensure adherence to the **Guidelines for Graduate Courses Offered for Professional Development of School Personnel** (http://www.ed.sc.edu/faculty_pdf_files/Guidelines%20for%20Grad%20Level%20PD%20Courses.pdf).
6. Legal matters, in particular, all contracts are reviewed and approved by the USC Office of General Counsel.
7. All contracts are approved consistent with policies established by the USC Board of Trustees ([BTRU 1.04](#)).
8. All contracts with USC funded projects (e.g. grants) are initiated by the project Principal Investigator (PI) and then processed through OEO staff.
9. Account management for College of Education (COE) units is provided by the College of Education Budget Office.
10. The COE Budget Office will work with the Office of Educational Outreach (OEO) to ensure that all account actions affecting budgeted amounts in COE units' E accounts accurately reflect actual revenues received for OEO courses.
11. The OEO provides the Dean of the College of Education and the Provost's office an annual report that summarizes contract course and degree program activity administered by the office.

B. Contract Courses

1. Contract course content documented by a course syllabus is governed by the academic unit offering the course consistent with USC policy [ACAF 2.03](#).
2. OEO assures that contract courses have the signed approval of the appropriate Department Chair and comply with SACS and ACAF 2.03 (I.C.2.a.i) policy that for a "single course credit requires a minimum of 700 minutes of instruction or 14 hour hours of continuous and ongoing instructional time. Additionally, a minimum of five consecutive calendar days of continuous instruction is required per credit. This time excludes breaks and final exams."
3. Instructor qualifications including Term Appointments to the Graduate School Faculty are assured and managed by the academic unit offering the course.
4. Instructor compensation including fringe benefits is the responsibility of the academic unit employing the contract course instructor.
5. Fees for course contracts are based on the current Board of Trustees approved Schedule of Fees and must meet or exceed all instructional costs required for delivering the contracted course. A minimum of 15% of the total course fee must be allocated toward administrative support of the course by the OEO.

6. Upon approval of the course and instructor by the appropriate Department Chair, the OEO Director provides a Memorandum of Documentation to the contracting unit and Dean along with the Course Contract Approval Form, an internal budget for the course, and Course Syllabus.
7. Course Contract proposals must be initiated at least 10 working days before the first day of the course.
8. Upon USC General Counsel approval internal to USC, the OEO delivers a contract with a USC authorized signature to the client that, when signed by the client, is legal and binding.
9. Course revenue is administered by the OEO using one process for courses funded by contracts with outside agencies and a separate one for those funded by a grant internal to USC;
 - a. Outside Agency Contracts: Revenue is credited to an A-account for the College of Education and to E-accounts (E281/E416x) specific to education department (15200/152083, 15230/152383, 51240/152483, or 15250/152583) involved with the contract posted when the contract is approved by the outside agency
 - b. Contracts with USC funded projects: the OEO initiates a charge through the USC Bursar against the USC funded project account and credited to the appropriate college or education department A-account.
10. The contracting agency or funded project will provide the OEO with a list of students approved for enrollment under the contract along with student contact information at least 10 working days before the start date of the contract course.
11. When registration of all students is complete, a final class roll is sent to the client for verification and signed approval.
12. Once the final class roll is approved by the client, the Contracts and Accounting Manager will work through the USC Contracts and Grants Accounting Office or the Bursar to invoice the client consistent with the MoU.

C. Degree Program Contracts

1. Academic units may enter into contracts with outside agencies or groups to offer degree or certificate programs to groups of students. Degree program contracts are based on a Memorandum of Understanding (MoU) between the USC Board of Trustees and the academic unit offering the degree.
2. The OEO provides on its web site (www.ite.sc.edu/o eo) a SAMPLE MoU with language approved by the USC General Council on behalf of the Board of Trustees. Revisions to the sample MoU are allowed but require review and approval by the USC General Counsel.
3. Existing MoU may be amended with the consent of all parties. Amended MoUs require review and approval by the USC General Counsel.
4. Academic integrity of degree program contracts is assured by the unit offering the degree consistent with USC policy [ACAF 2.00](#).

5. The OEO ensures that the MoU includes specific mention of the courses required for the contracted degree and that the offerings are planned within the time frame of the contract.
6. Fees for degree program contracts are based on the current USC Board of Trustees approved Schedule of Fees for the group of students served under the contract at the time the contract is initiated.
7. Fees for multi-year contracts are defined in the MoU and paid in semi-annual increments as described in the MoU.
8. Upon the signed approval of the MoU by the appropriate Department Chair, the OEO Director provides a Memorandum of Documentation to accompany the MoU for approval by the USC Board of Trustees consistent with [BTRU 1.04](#).
9. Financial management of degree program contracts is the responsibility of the academic unit offering the program and consistent with an approved budget. The Department Chair or Dean assure by signing the MoU that the program contract fee meets or exceeds all instructional costs for delivering the contracted program.
10. Degree Program Contracts must be approved and finalized at least 10 working days before the first day of the first course in the degree program.
11. Scheduling of courses supporting and listed in degree program contract MoUs is achieved by a memorandum from the Department Chair (or designee) to the OEO Director. The memorandum must be received at least 10 working days before the beginning of the first class.
12. The contracting agency or funded project will provide the OEO with a list of students approved for enrollment in the first course of the contracted degree program with student contact information at least 10 working days before the start date of the first course in the program.

Student Services

1. The OEO provides student admission and registration services assistance to USC units that have finalized contracts through the OEO.
2. The OEO registers students into courses by:
 - a. securing from the contracting agency or funded project PI a list of students with student contact information that the contracting group approves (by signing the list) for enrollment in the course;
 - b. providing instruction and forms to students required for admission to USC as a degree or non-degree seeking student; and
 - c. contacting students to secure information required so that they may be registered for a contract course (on-site registration service provided by request and contingent on available travel funding).
3. The OEO assists contract course instructors with problems related to student registration.

D. Marketing Assistance

1. Units seeking course or degree program contracts are expected to market services to clients they have identified.
2. The OEO can, on request, assist units by providing information about contract and processing requirements.

II. Procedures

A. Initiating Contract Courses

1. Determine from the client the type of course desired and prepare a syllabus to address the need and consistent with USC policy [ACAF 2.03](#).
2. Secure a qualified instructor for the course and negotiate a salary (for graduate courses ensure a Term Appointment to the Graduate School faculty is valid or process a nomination for available from <http://gradschool.sc.edu/gradfac/>).
3. Determine the instructional costs that must include information on the instructor's salary, fringe benefits, administrative fee of at least 15%, and any other costs required for course delivery (e.g. travel, GA support, books).
4. Determine the contract price or fee for the course (Office of Educational Outreach staff can assist in determining the fee based on instructional costs).
5. Complete the [Course Contract Approval Form](#) consistent with #1-#3 above.
6. For Special Topics courses, prepare and submit the [Special Topics Graduate Course Approval](#) form.
7. For courses offered outside the state of South Carolina, prepare and submit the [Off-Campus Delivery Approval](#) form. OEO has the authority from the Provost's Office to approve off-campus delivery of courses in South Carolina and those contract courses are exempt for seeking approval.
8. Submit to the Course Contract Approval Form, a course budget detailing the instructional costs, and Course Syllabus to the OEO with signatures of the Department Chair for the unit offering course and, if funded by a USC Grant, the signature of the project Principal Investigator. After a review of the CAF and syllabus.
9. Final approval will be confirmed by an Approval Memorandum of Documentation from the OEO Director assuring adherence to USC academic and fiscal policies and procedures.
10. The Memorandum of Documentation will be sent to Department Chair or unit head with information regarding payment of instructors (if appropriate) and account number of revenue generated by the contract course.

B. Initiating Degree Program Contracts

1. Faculty or staff in departments intending to offer a degree program under contract to a client school district or education agency will use the sample [*Degree Program Memorandum of Understanding*](#) (MoU) to draft an agreement. As degree program contracts involve multiple decisions, consultation with OEO staff early and often is highly recommended. The Department Chair will review the ***DRAFT Degree Program MoU*** that has received verbal approval by the client and sign her or his approval.
2. The signed ***DRAFT MoU*** will be provided to the OEO Contracts and Accounting Manager ensuring that the following information is included:
 - a. District/Agency name, client contract liaison name, address, e-mail address, and telephone number as well as contact information for individual with authority to sign agreements for the client
 - b. Total amount of the degree program contract and a degree program budget with entries of anticipated expenditures by terms (Fall, Spring and Summer)
 - c. Number of installments to pay total amount and first payment date
 - d. Minimum and maximum number of participants for the total contract amount
 - e. Start and end dates of the program
3. Any alteration of language within the sample Degree Program MoU will require review and approval by the USC General Counsel.
4. Using the ***DRAFT MoU*** and any USC General Council approved revisions, the OEO Contracts and Accounting Manager will prepare a ***FINAL MoU*** that will be reviewed by the faculty or staff member who initiated the contract, the Department Chair, and the OEO Director. The department offering the degree may share this FINAL version with the client. Any required revisions should be requested to the OEO or a signed ***FINAL MoU*** will be delivered to the OEO Contracts and Accounting Manager.
5. The ***FINAL Degree Program MoU*** will be printed with a unique contract number and sent with a cover memorandum prepared by the Contract and Accounting Manager from the OEO Director to the Client with instructions to return with authorized signature within 30 days.
6. When the client-signed ***FINAL MoU*** is returned, the College of Education Contract and Accounting Manager will secure the approval of the USC Board of Trustees consistent with [BTRU 1.04](#).
7. A copy of the enacted Degree Program MoU and its budget will be maintained by the Contract and Accounting Manager.

C. Contract Revenue Management

1. The OEO Contract and Accounting Manager will submit an invoice based on the Board of Trustees's signed contract and the OEO Director's Memorandum of Documentation to either the:
 - a. USC Contract and Grant Accounting office for contracts with districts or external agencies or
 - b. USC Bursar for contracts with USC grants.
2. The invoice will include information regarding the revenue amounts to be deposited into the appropriate department and college accounts. OEO staff will notify the COE Budget Office of any necessary amendments to contract courses or degree programs that will result in a change in revenue realized.

D. Amending Degree Program Contracts

1. Any party of an existing Degree Program Contract (the client or the USC unit) may propose an amendment that revises the contract.
2. The proposed amendment should be agreed upon verbally through a DRAFT amendment by both parties and sent with a cover memorandum from the Department Chair of the USC unit participating in the contract to the Director of the OEO.
3. The OEO Director will ask the Contracts and Accounting Manager to secure approval of the amendment from the USC General Counsel.
4. With the USC General Counsel approval, an amendment signed by the USC Department Chair will be sent to the client with instructions to return a signed version within 30 days.
5. When the client-signed version is returned, the amendment will be processed the OEO Contracts and Accounting Manager and take effect at with final signature approval of the General Counsel on behalf of the Board of Trustees.

E. Management of Internal Course or Degree Program Budgets

1. The Director of the OEO will provide the COE or other college Budget Office Directors with an internal budget for each contract course/degree program with the Director's Memorandum of Documentation. The budget will be for internal purposes only and will provide details regarding anticipated expenses for each degree program, including salaries of instructors or regular faculty members.
2. The COE Budget Office will maintain a separate subaccount file for each degree program within the college and for each department account file (COE: 15200 A083 or 152083 A0001, EDLP: 15230 E281 or 152383 E4160, EDST: 15240 E281 or 152483 E4161, and ITE: 15250 E281 or 152583 E4162).
3. The COE Budget Office will distribute periodic E account budget reports to department chairs and will provide assistance as necessary to manage these accounts.

F. Student Services Assistance

1. Upon approval of the contract, the OEO Student Services staff will contact the contracting agency contact person or grant PI for a list of students approved for enrollment in the contract course. The list requires student names, USC identification number and contact information to include mailing address, telephone number, and e-mail address
2. The OEO Student Services staff will determine if the student is eligible to enroll in the course. If not eligible, staff will contact the student to address USC admission requirements or other requirements related to course registration.
3. The OEO staff will work with contracting group to ensure all approved students are registered or provide information on why registration might not be possible. When registration for a course is complete, the class roll is sent to the client for verification and signed approval.
4. On site registration can be arranged by request.
5. When the course is complete, the OEO will ensure that final grades are assigned.