

University Committee on Study Abroad (UCSA) Bylaws

The UCSA was created in 1985. Its mission is to consider education abroad policies and procedures; to evaluate, approve and review both UNH-managed and UNH-approved programs; to offer advice to those who hope to develop new programs; and to serve as an advisory board for the UNH Global Education Center Administrative Director for Education Abroad on university-wide issues related to study abroad and other UNH-related student international experiences.

Membership

Membership in UCSA consists of a minimum of 9 people with representation of the 6 Colleges (CEPS, CHHS, COLA, COLSA, PAUL, UNHM). Membership in UCSA comprises a minimum of three faculty directors of UNH-Managed programs or their representatives; faculty members in departments and colleges who may contribute to the development of education abroad programs; and staff members who oversee coordination, advising, risk management, and financial issues associated with education abroad.

The GEC Administrative Director for Education Abroad serves as its chair. In the event of the chair's absence, the Associate Vice Provost for International Programs may act as chair.

Ex officio members include: Associate Dean designated by ASAC, Associate Vice Provost for International Programs, Assistant Dean for the UNH Graduate School, Director of Memorial Union/Student Activities or designee, Assistant Registrar-Transfer Credit, GEC Administrative Director for Education Abroad, GEC Education Abroad Advisors, College study abroad coordinators. One committee member can represent more than 1 of the aforementioned constituencies.

A quorum will be achieved if a majority of members are represented. The chair does not vote unless there is no quorum or to break a tie. Non-voting counsel will be available to address legal issues when they arise.

The term of office for non-*ex officio* members begins in September of each AY and consists of a 3-year commitment, renewable for an additional 3-year term. Terms will be rotated to ensure the Committee maintains non-*ex officio* members with experience. College dean's office will select faculty members in their college with experience in international education to serve as UCSA members.

Responsibilities

1. Consider, recommend and periodically review for efficacy education abroad policies and procedures.
UCSA initiated and/or implemented the following policies and procedures: UNH-managed [program proposal](#); UNH-managed program review; UNH-approved program criteria; [International Experience eligibility](#) requirement (with ASAC); [One-time](#) Study Abroad Approval Petition; [Individual](#) Study Abroad Policy; [Short Term](#) Program Policy; International Travel [Risk](#) Review Policy.
2. Evaluate, approve and review UNH-programs.
UCSA approves all new semester and summer study abroad programs. UCSA developed processes and procedures for new faculty-led short-term programs authorizing GEC with

primary responsibility. UCSA periodically reviews all UNH-managed programs. New programs are reviewed after its first operation or at the earliest possible opportunity, then put on a 1, 3 or 5 year cycle depending on the outcome of the review.

3. Advise those who hope to develop new programs

Committee members should serve as resources and advisors in their respective departments and colleges supporting their colleagues in the development of new programs and opportunities. Members also serve as spokespeople within their respective departments and colleges in sharing the work of the Committee and advocating for expanded education abroad opportunities.

4. Serve as an advisory board on university-wide issues related to study abroad and other UNH-related student international experiences

Many of the aforementioned policies and procedures grew out of general discussions on university-wide issues. Additionally, UCSA is engaged in campus-wide discussions and strategic initiatives regarding internationalization efforts and strategies.