

## Honors Curriculum Summary (Nick Grosseohme)

<https://youtu.be/PLW0tAz87OA?si=EdCEVU5nzNMgmY5c>

# Updates from the Provost Office

## Sebastian van Delden

Provost and Vice President for Academic Affairs

April 25, 2025



# What If...

## Spring 2025 Activities

Why  
Again is  
this  
Strategic  
What If?

#1 and #2  
choices  
for SC  
College  
Bound  
students

1. **Bachelor's in Health Sciences *concept***
2. **Bachelor's in Manufacturing Engineering *concept***
3. What If presented to BOT
4. DSW reported out in March
5. Gen Ed Taskforce report (today)
6. Donor/State Support requested

## Fall 2026?

Launch Health Sciences?

## Fall 2027?

Launch Manufacturing Engineering?

## Fall 2028?

College Re-Org?



### BACHELOR OF SCIENCE MANUFACTURING ENGINEERING

Winthrop University aims to establish South Carolina's first Bachelor of Science degree in manufacturing engineering by fall 2026. In the digitalization age of modern manufacturing, Winthrop's highly innovative curriculum will bring maximum impact and relevance to South Carolina's manufacturing workforce pipeline. On the heels of establishing South Carolina's first bachelor's degree in artificial intelligence, Winthrop's manufacturing engineering degree program is designed to be ABET EAC accredited with coursework in AI, machine learning, robotics, cybersecurity, controls engineering, supply chain and logistics, electromechanical manufacturing systems, and materials science. This precise combination of coursework is tailored to the current and future needs of BMW, Volvo, Mercedes, Cummins, GE, Siemens, Emerson Power Management, Michelin, Continental, Automotive Engineering Suppliers Corporation, and many other advanced manufacturing companies in South Carolina.



**ENGINEERING & COMPUTING**  
ENGR 101 Computer Science  
ENGR 224 Cybersecurity  
CSCI 260 Artificial Intelligence  
ENGR 110 Manufacturing Engineering  
ENGR 120 Computer-Aided Design  
ENGR 210 Statics  
ENGR 220 Dynamics  
ENGR 320 Electromechanical Systems  
ENGR 330 Industrial Robotics  
ENGR 410 Control Systems  
ENGR 420 Manufacturing Systems  
ENGR 480 Capstone 1  
ENGR 490 Capstone 2  
MGMT 583 Logistics and Distribution


**PHYSICAL & MATERIAL SCIENCES**  
PHYS 211 Physics with Calculus I  
PHYS 212 Physics with Calculus II  
CHEM 201 General Chemistry I  
CHEM 202/204 General Chemistry II with Lab  
PHYS 321 Materials Science

**MATHEMATICS, STATISTICS, DATA SCIENCE**  
MATH 201 Calculus I  
MATH 202 Calculus II  
MATH 301 Calculus III  
MATH 305 Differential Equations  
MATH 341 Statistical Methods  
DSCI 300 Data Science

Sebastian van Delden, provost and vice president for Academic Affairs | vandeldens@winthrop.edu

# Bachelor's in Health Sciences

- Taskforce: Robin Lammi, Kristi Westover, Hope Lima, Darren Ritzer, Anthony Hill, Joanna Jackson, Alice McClaine, Katharine Hubbard, and Sebastian. Started with HPC proposal...



**BACHELOR OF SCIENCE HEALTH SCIENCES**


Winthrop University aims to establish a Bachelor of Science in Health Sciences. This undergraduate degree program provides a broad foundation in healthcare, encompassing biological, physical, and social sciences, along with healthcare-related subjects and hands-on training. It's designed to prepare students for a variety of entry-level roles in the healthcare field or for further graduate studies. It includes three-degree completion tracks.

**CORE COURSE WORK**  
Required coursework include an exploratory Introduction to Health Sciences course and a Capstone course, Human Anatomy and Physiology, Cell and Molecular Biology, Microbiology, Data Visualization, Chemistry, Healthcare Management, Personal and Community Health, Human Nutrition, Medical Terminology, Statistics, Psychology, Contemporary Health Issues, Substance Abuse. Restricted electives include various courses in Mental Health, Genetics, Biomechanics and Kinesiology, Working with Multi-Cultural Populations, and Health Psychology and Behavioral Medicine.

**TRANSFER STUDENT TRACK**  
This track is designed for students who have an earned associate's degree in a specific health discipline looking to complete a bachelor's degree. Students in this track already have a foundation in the healthcare field but choose this track for career mobility in areas of leadership, education/training, research, or the degree can serve as a stepping-stone to a graduate program. Associate degrees include an AAS in Dental Hygiene, Medical Laboratory Technology, Nursing, Patient Care, Exercise Science, Radiologic Technology, and Surgical Technology.

**EXPLORATION TRACK**  
The exploration cognate gives students an option to explore coursework in a field adjacent to Health Sciences. It also serves as a credit retention mechanism for students who start in an adjacent major and choose to switch majors into Health Sciences. Students complete one of the following minors: Biology, Chemistry, Human Nutrition, Healthcare Management, Gerontology, Sociology, Psychology, Social Welfare, Child and Youth Well-Being, Sustainability, or (NEW) Exercise Science.

**HEALTH PROMOTIONS TRACK**  
The health promotion cognate prepares students to educate individuals and communities about health and wellness, equipping them with the knowledge and skills to make informed decisions and adopt healthy behaviors. Exercise Leadership, Nutrition Assessment, Nutrition Education, Community Nutrition, Developmental Psychology, and Mental Health.



BACHELOR OF SCIENCE HEALTH SCIENCES	
<b>COURSEWORK</b>	<b>(APPROX) 30</b>
<b>CORE COURSEWORK</b>	<b>52.5-60</b>
<ul style="list-style-type: none"> <li>• HSCI 101 Intro to Health Sciences (NEW) 1</li> <li>• HSCI 4XX Capstone course (NEW) (or Undergraduate Research, Internship, Service Learning) 3</li> <li>• BIOL 213/214 or BIOL 307/308 A&amp;P I / A&amp;P II 8</li> <li>• BIOL 220/222 Prin. of Cell and Mol. Biol./Lab 4</li> <li>• BIOL 310 or 311 Microbiology 3-4</li> <li>• BIOL 382, 383, 384 Data Management/Visualization Analysis for Biologists 1</li> <li>• CHEM 201 General Chemistry I 4</li> <li>• CSCI 101B (Excel) .5</li> <li>• HCMT 200 Intro. to Health Care Management 3</li> <li>• HLTH 300 Personal and Community Health 3</li> <li>• MATH 150 or MATH105 or MATH 151 or MATH 101 3</li> <li>• MATH 241 Finite Probability and Statistics 3</li> <li>• NUTR 221 or 223 Introduction Human Nutrition 3</li> <li>• NUTR 227 Medical Terminology 1</li> <li>• PSYC 101 General Psychology 3</li> </ul>	
<b>Choose nine hours from:</b>	<b>9</b>
<ul style="list-style-type: none"> <li>• HLTH 500 Contemporary Health Problems</li> <li>• HLTH 501 Substance Abuse Education</li> <li>• HLTH 506 Human Sexuality</li> <li>• HLTH 507 Women's Health Issues</li> </ul>	
<b>Additional hours at the 300+ level as needed selected from:</b>	<b>0-7.5</b>
<ul style="list-style-type: none"> <li>• AAMS 314 Race and Ethnic Relations</li> <li>• AAMS/PLSC 319 Race and Ethnic Politics in the United States</li> <li>• AAMS/PSYC 320 Racial, Cultural, and Ethnic Influences on Identity Development</li> <li>• BIOL 315 Cell Biology</li> <li>• BIOL 316 Principles of Human Genetics</li> <li>• BIOL 317 Immunology and Disease</li> <li>• BIOL 322 Molecular Biology</li> <li>• BIOL 323 Cancer Biology</li> <li>• BIOL 324 Neurobiology and Disease</li> <li>• BIOL 325 Sports, Exercise, and Health</li> <li>• EXSC 300 Strength, Sport, and Exercise</li> <li>• EXSC 301 Biomechanics and Kinesiology</li> <li>• EXSC 384 and EXSC 385 Exercise Physiology with Lab</li> <li>• EXSC 482 Community Wellness for Special Populations</li> <li>• EXSC 530 ATRN 630 Medical Conditions and Pharmacology for Athletic Training</li> <li>• HCMT 300 The Health Care Manager</li> <li>• HCMT 303 Health Care Organizations and The Legal Environment</li> <li>• HLTH 303 Methods of Teaching Health Education in Elementary School</li> <li>• HLTH 434 Strategies of Teaching Health K-12 Phy Ed</li> <li>• HLTH 500 Contemporary Health Problems</li> <li>• HLTH 501 Personal and Comm Health or ATRN 510 Pharma and Drug Ed</li> <li>• HLTH 503 School Health and Health Education</li> <li>• HLTH 506 Human Sexuality</li> <li>• HLTH 507 Women's Health Issues</li> <li>• HSMT 303 Care of Vulnerable populations</li> <li>• MCOM 304 Intercultural Communication</li> <li>• PLSC 530 Identity, Ethnicity, and Nationalism</li> <li>• PSYC 515 Health Psychology and Behavioral Medicine</li> <li>• SCWK 522 Mental Health</li> <li>• SCWK 547 Substance Use Disorder and Intervention</li> <li>• SCWK 306 Working with Multi-Cultural Populations</li> <li>• SOCL 304 Death and Grief as Social Processes</li> </ul>	
<b>CHOOSE A COGNATE</b>	<b>15-30</b>
<b>TRANSFER STUDENT COGNATE</b>	<b>30</b>
This track is designed for students who have an earned associate's degree in a specific health discipline looking to complete a bachelor's degree. Students in this track already have a foundation in a respective healthcare field but choose this track for career mobility in areas of leadership, education/training, research, and/or the degree can serve as a stepping-stone to a graduate program. Associate degrees include an AAS in Dental Hygiene, Medical Laboratory Technology, Nursing, Patient Care, Exercise Science, Radiologic Technology, and Surgical Technology.	
<b>HEALTH PROMOTION COGNATE</b>	<b>20</b>
The health promotion cognate prepares students to educate individuals and communities about health and wellness, equipping them with the knowledge and skills to make informed decisions and adopt healthy behaviors.	
<ul style="list-style-type: none"> <li>• EXSC 208 Exercise Leadership 3</li> <li>• NUTR 229 Nutrition Assessment 2</li> <li>• HLTH 406 Introduction to Health Promotion 3</li> <li>• NUTR 380 Nutrition Education 3</li> <li>• NUTR 428 Community Nutrition 3</li> <li>• PSYC 206 Developmental Psychology 3</li> <li>• SCWK 522 Mental Health or SCWK Mental Health Policy 3</li> </ul>	
<b>EXPLORATION COGNATE</b>	<b>20</b>
The exploration cognate gives students an option to explore coursework in a field adjacent to Health Sciences. It also serves as a credit retention mechanism for students who start in an adjacent major and choose to switch majors into Health Sciences.	
Complete one of the following minors: Biology, Chemistry, Human Nutrition, Healthcare Management, Gerontology, Sociology, Psychology, Social Welfare, Child and Youth Well-Being, Sustainability, or (NEW) Exercise Science.	

# General Education Assessment

1. General Education Assessment Committee updates suggested to Rules Committee.
2. Kelly Richardson to roll out of Directorship.
3. With the hiring of KB (Director of Assessment) and the transition from UC to OSS, the faculty directorship role will not be renewed.
4. Sincere thanks to **Kelly** for her **excellent work!!**

# General Education

## SPRING 2025 TASKFORCE REPORT

April 25, 2025



*The Force is strong with us...*

**Adria Belk & Kathie Snyder (Co-Chairs),  
Adam Glover, Kelly Costner, Danko  
Tarabar, Kyle Sweeney, Kelly Richardson**



# Guiding Principles for **Winthrop's** General Education

## **Simplification**

- Organize categories around important questions/ideas.
- Help students and faculty understand/navigate requirements; include...
  - brief descriptions of categories/core areas
  - brief instructions related to number of courses needed; double-counting; etc.
- Create a simple, effective graphic overview of the gen ed program.

## **Marketability**

- Emphasize connection between gen ed courses, majors/minors, and career readiness.

# Example 1: Rice University

1. **Simplicity** (for students, faculty, and advisors)
2. **Low number of credit hours** (31 vs. 50–53 at Winthrop)
3. **Private** research + liberal arts institution but **SACSCOC accredited**

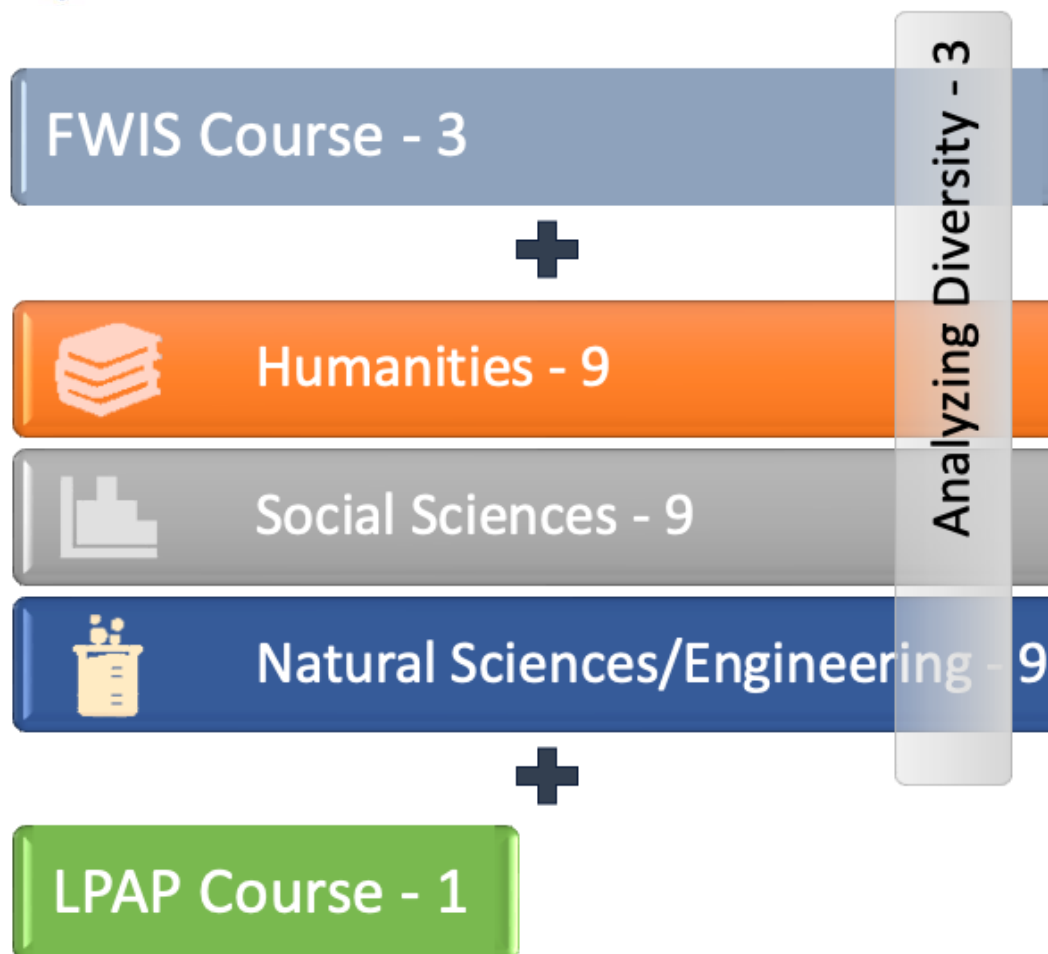
- 27 credits of distribution courses selected from 3 “buckets”
- 3 credits of First-Year Writing-Intensive Seminar (FWIS)
- 1 credit of physical activity (LPAP)

3 credits must focus on Analyzing Diversity, but it’s built into the requirements above

# Example 1: RICE UNIVERSITY

31 Credit  
Hours

Distribution Model



## Example 2: Wayne State

Good **communication** of program purpose, design, and details

1. Multiple tabs for different audiences with **specific messaging** for students, instructors, and advisors (each with multiple means of presentation, including video)
2. Easy-to-understand **graphic** that maps GNED structure
  - **Competencies** (skills)
  - **Inquiries** (not necessarily related to skills; supports liberal arts base)
  - Wayne Experience = **FYE**

## Example 2: Wayne State

Clearly defined criteria (and procedures) for inclusion that provide some useful parameters

1. Accessible to “any well-prepared first-year student”
2. No prerequisites (with very limited exceptions, such as placement exam)
3. Cannot be restricted to specific majors
4. Max of two GNED designators for any individual course
5. Specific learning outcomes for each area must be incorporated

## Example 2: Wayne State

### Our observations:

- Represents a different arrangement/organization of traditional vision of GNED
- Not necessarily innovative from a curriculum standpoint, but does provide a small/tight program with greater accessibility

# Example 3: Virginia Tech

## Pathways General Education

**Mission:** “The Pathways curriculum will guide students to examine the world from multiple perspectives and integrate their knowledge across disciplines and domains of learning through a hands-on, minds-on approach.”

45 total credit hours



## Example 3: Virginia Tech

### **Highlight:** Pathways Minors

(18-45 hours of Gen Ed)

***“Pathways Minors** are thematic, cross-disciplinary programs that allow students to examine important topics from a variety of perspectives while completing general education requirements along the way.”*

#### **Example 1: Integrated Security**

- Develop skills relative to the dynamic effects of emerging security events, threats, and risk.

#### **Example 2: Leadership and Social Change**

- Learn about the academic study of leadership and develop interdisciplinary skills for solving societal issues.

#### **Example 3: Pathways to Sustainability**

- Integrate perspectives and tools to develop an expansive conceptualization of sustainability to lead in a diverse, interconnected world.

## Example 3: Virginia Tech

### Why We Wanted to Highlight This Feature

- Allows us to maintain the **current structure** of our general education program.
- Creates an explicit **purpose** for general education coursework by connecting general education courses to existing minors.
- Provides **guidance** on selection of appropriate minor for B.A.-seeking students
- Offers opportunities for cross-disciplinary **collaboration**
- Addresses guiding principles of **simplification** and **marketability**

# References...

- *Students Are Disoriented by Gen Ed, So Colleges Are Trying to Fix It*
- Rice University General Education
- Wayne State University General Education
- Virginia Tech General Education

# Exciting news from the...

# SPACE FORCE

April 25, 2025



- **Career/Internship Center Signature Space**
- Current CPE space is better programmed
- High profile, great recruiting tool
- Easier to program glass bump-out
- No negative impact to Barnes and Noble operations



# (Re)Establishing an Academic Hub at Winthrop University

*A Signature Space!*

The Office of the Provost and the Center for Professional Excellence joins the Office of Grants and Sponsored Research Development in the Macfeat House to become ***The Academic Hub*** for faculty and staff synergy and camaraderie, advancing Winthrop's educational mission and benefitting every student at Winthrop.



## The Academic Hub

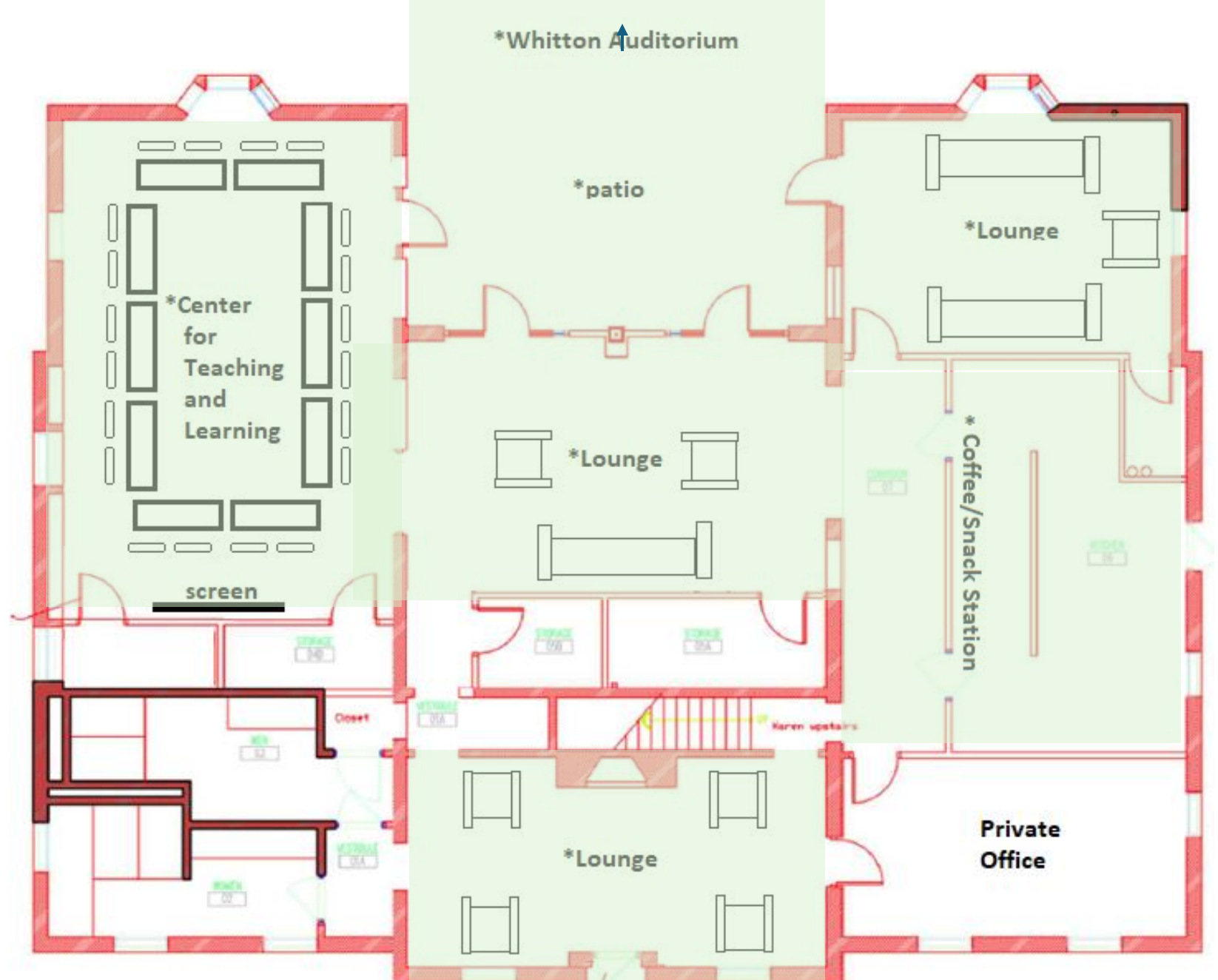
- **Creates a signature space** benefiting all faculty, staff and the educational mission.
- **Increases:** Grant writing opportunities, professional development and training opportunities for our faculty and our staff, interdisciplinary collaborations, enhanced sense of belonging for Winthrop faculty and staff.
- Restores **Institutional Event Space** capabilities.
- **OA** and **Testing Center** likely relocate to Margaret Nance.

## The Academic Hub

- Restores some of what was lost when the Faculty Club in Sellers House was discontinued; Establishes a facility similar (but better!) to competing SC Universities.
- Tangible **Strategic Plan** initiative and response to **Korn Ferry** employee survey.
- **SACSCOC Standard 3.7.3** Faculty Development states: “*The institution provides evidence of ongoing professional development of faculty as teachers, scholars and practitioners.*”
  - Current CPE space being re-allocated to Career Center.

**\* Indicates the Academic Hub Signature Space which can also be reserved by the campus community.**

**(one private office downstairs; private offices upstairs includes the provost office)**





# Updates from the Provost Office

**Sebastian van Delden**

Provost and Vice President for Academic Affairs

April 25, 2025



# Academic Council

Met on 4/11/2025

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## We Approved:

- Two new GNED courses.
- Seven(degree) action items.
- One certificate program change.
- One Honors Program Change.

## Also discussed:

- S/U Deadline
- Course repeat policy



# Academic Council

## From the Gen Ed Curriculum Committee

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Two new courses were approved

Motion from AC to approve the following:

Area	Course	Title	Comments
<b>GLOB</b>	ARTH 383x	Monsters, Heroes, and Myths in Ancient Art	<i>Inclusion for permanent course pending final approval as a new course in 2025-2026 curriculum action.</i>
<b>HISP</b>	<i>with preapproval for</i>		
<b>HUMA</b>	<i>ARTH 383</i>		
<b>INWR</b>	PSYC 322	Applied Psychological Research	<i>PSYC 302 still being offered, but INWR designation will be removed.</i>



# Academic Council

## From the Committee on Undergraduate Curriculum

CUC approved 78 course action items. **No AC/FC action required.**

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**Modify:** EDCO401, HONR450H, MGMT365, MGMT365H, MGMT341, MGMT341H, HONR451H, CSCI327, EDCO402, LEAD120A, LEAD120B, LEAD120C, LEAD120E, LEAD120F, LEAD120G, LEAD120M, LEAD120R, LEAD120S, EAD120T, CSCI324, DANT301, MKTG489, THRA411, THRA411, THRA413, THRA413, THRA363, THRA320, THRA331, THRA361, THRA330, THRA362, THRA360, THRT395, THRT395, THRA261, THRA255, THRA262, THRA265, THRA260, THRA321, CSCI469, MLSC301, ACCT502, HONR201H, FINC515, MGMT321, MGMT321H, DANA111, DANA112, DANA211, DANA212, DANA311, DANA312, THRA430, THRA430, THRA420, THRA420, DANA121, DANA122, DANA222, DANA321, DANA322, MUST591, THRT312, THRT312, BADM250, BADM250H, HCMT492, MUST101, THRT315, THRT315

**New Course:** BSAN491, BSAN495, DANA144, FINC520, HONR101H, HONR102H, HONR301H, HONR448H, LEAD120L, PLSC330, THRA144, LEAD120P

All actions can be found in CourseDog and AC/FC supporting documents



# Academic Council

From the Committee on Undergraduate Curriculum

AC approved 7 new (degree) program action items:

Program	Action
BA-Music Technology	<b>Modify Program:</b> Remove MUST 305 from General Education Historical Perspectives requirement and from Music Core – Theoretical; Increase Ensemble requirement from 2 credits to 5.
BM in Music Performance	<b>Modify Program:</b> Add an additional 3-6 hours 500-level MUST electives; Add to 500-level MUST electives with the note “instrumental majors must include MUST 525 (Instrumental Ped and Lit).”
BA in Theatre - Design/Tech	<b>Modify Program:</b> Change THRT 395 to THRA 372 and THRT 495 to 395.
BA in Dance	<b>Modify Program:</b> Change Modern to Contemporary; Remove DANA 185; Add DANA 321 and 322 as alternatives to 221 and 222; Separate DANA 251 and 252, student must take one of each; Add DANA 253 and 254; Change DANT 300 to 260.
BSW in Social Work	<b>Modify Program:</b> Add Foreign Language Requirement.
BA in Theatre - Musical Theatr	<b>Modify Program:</b> Change MUST 101+ to 3 credits; Remove MUST 103+; Change Dance requirements to two credits Ballet Dance Technique, two credits from Contemporary (replaces Modern) Dance Technique, three credits in Jazz Dance Technique, and DANA 261; Remove note “Students minoring or double-majoring in dance may choose credits from the following designators in place of 10 dance technique in the dance requirement courses above: ARTM, DANA, DANT, DCED, MUSA, MUST, MUTC, THED, THRA, THRT, and VPAS.”
BS in Special Education	<b>Modify Program:</b> Remove SPED 385, 561, 583; Add SPED 507, 509, 515; ECED 300.
BA-Music Technology	<b>Modify Program:</b> Remove MUST 305 from General Education Historical Perspectives requirement and from Music Core – Theoretical; Increase Ensemble requirement from 2 credits to 5.

All actions can be found in CourseDog and AC/FC supporting documents



# Academic Council

From the Committee on Undergraduate Curriculum

**One program change items (certificate) recommended and forwarded to Academic Council for action:**

Program	Action
<b>Cert-Business Analytics</b>	<b>Modify Program:</b> Add to “two of the following”: ACCT 515, ECON 508, FINC 570, MGMT 471, MGMT 583, and MKTG 385. Add note with hidden prerequisites.

**One Honors Program change recommended and forwarded to Academic Council for action:**

Program	Action
<b>Honors Program</b>	<b>Modify Program:</b> Change General Education to Honors Foundation and add HONR 102H; Add Leadership Component HONR 101H, 201H, 301H; Add HONR 448H to Independent Study Component; Change Coursework Component to 6 hours, must be in major (one course at 200-level or above and one at 300-level or above).

All actions can be found in CourseDog and AC/FC supporting documents



# S/U Policy Change

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- Academic Council Proposes a new deadline for students to S/U a class. The new deadline would be 85% through a class. This increases the time for students to S/U an average semester long class by 14 days.

# The Policy Change:

- Undergraduate students may elect to receive a satisfactory/unsatisfactory (**S/U**) grade on a total of five courses throughout their entire undergraduate curriculum, and are limited to electing no more than one **S/U** course per semester, except in the case of first-time freshmen who may use two **S/Us** in their first semester. (All summer sessions together are considered one semester.) A satisfactory/unsatisfactory grade, recorded as **S** or **U**, will not be counted in computing the student's grade-point average; however, credit will only be given for courses for which an **S** grade is earned. The purpose of this option is to allow the student an opportunity to explore areas of interest outside the major and outside required courses without jeopardizing the grade-point average. Students are discouraged from choosing the **S/U** option for required courses or for courses in the major. Students who are unclear about the appropriate application of the **S/U** option should consult their advisers. The five-course limit regarding the **S/U** option does not include those courses which are offered only on an **S/U** basis. A student must elect to utilize the S/U option during the first 85% of the instructional days of the course.

# Academic Council

## Our members

<b>Cody</b>	<b>Walters</b>	<b>Library</b>	<b>Elected (College FA)</b>	<b>2027</b>	<b>CHAIR (1-year term)</b>
<b>Zach</b>	Abernathy	CAS	Elected (FC)	2025	
<b>Leslie</b>	Bickford	CAS	Elected (College FA)	2025	
<b>Kori</b>	Bloomquist	CAS	Elected (FC)	2026	
<b>Kelly</b>	Costner	CESHS	Appointed (VPAA)	2025	
<b>Jessie</b>	Hamm	CAS	Elected (FC)	2027	
<b>Sherry</b>	Hoyle	CESHS	Elected (College FA)	2025	
<b>Justin</b>	Isenhour	CVPA	Elected (College FA)	2027	
<b>Wanda</b>	Koszewski	CAS	Elected (College FA)	2027	
<b>Kelly</b>	Ozust	CVPA	Appointed (VPAA)	2027	
<b>Anna</b>	Romanova	CBA	Appointed (VPAA)	2026	
<b>David</b>	Scibelli	CBA	Elected (College FA)	2025	
<b>Ephraim</b>	Sommers	CAS	Elected (College FA)	2027	
<b>Joy</b>	Stapleton	CESHS	Elected (College FA)	2026	
<b>Paul</b>	Wiegand	CBA	Elected (College FA)	2027	
<b>Brent</b>	Woodfill	CAS	Elected (College FA)	2026	
<b>Kristen</b>	Wonderlich	CVPA	Elected (College FA)	2026	
<b>Gina</b>	Jones	Rec and Reg	Appointed		<b>Ex Officio</b>
<b>Sean</b>	<b>Pennington</b>	<b>Student</b>	<b>Appointed (CSL)</b>	<b>2024</b>	<b>Chair, CSL/Designee</b>

# Travel Approval & Reimbursement Policy

## 1. Objective

This policy provides guidelines for the authorized travel of faculty and staff (“employees”), non-employees, and students on official Winthrop University (“Winthrop”) business. This policy ensures that travel is conducted economically and efficiently, while maintaining compliance with federal and state regulations, donor restrictions, and grant guidelines.

## 2. Policy Scope

This policy applies to all Winthrop employees, students (Athletic team travels, conferences, projects), consultants, contractors, employee candidates, volunteers and visitors traveling on Winthrop business regardless of the source of funds used for reimbursement. It covers all types of travel such as domestic, international, conference, field trips, athletics team travels, etc. Please refer to the “Winthrop University Compensatory Time, Overtime, and Official Workweek Policy” for calculating hours worked while traveling.

## 3. Policy Statement

A traveler on official business of Winthrop will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if travelling on personal business. Excess costs, indirect routes, delays, or unnecessary luxury accommodations in the performance of an assignment are not deemed as exercising prudence.

## 4. Travel Guidelines

### 4.1 Travel Start and End Date

- For domestic travel requiring flights, if the first day of a core conference session or mandatory responsibilities begin in the a.m., then Winthrop will cover travel expenses the day before.
- For domestic travel requiring 2 or more hours of driving, if the first day of a core conference session or mandatory responsibilities begin on or before 8 a.m., then Winthrop will cover travel expenses the day before.
- For domestic travel requiring flights, on the last day of a conference or meeting, if the last core session ends on or after 5 p.m., then Winthrop will cover travel expenses the day after.
- For domestic travel requiring 2 or more hours of driving, on the last day of a conference or meeting, if the last core session ends on or after 7 p.m., then Winthrop will cover travel expenses the day after.
- For international travel, Winthrop will cover travel expenses the day before.

### 4.2 International Travel

- International travel includes locations outside the 48 contiguous United States, District of Columbia, Alaska, Hawaii, Puerto Rico, Guam, the Northern Mariana Islands and any other territories and possessions of the United States.

- All study abroad travel (including but not limited to faculty-led programs) must be approved by the International Center prior to making any travel arrangements and/or purchases.
- All international travel must be reviewed for travel advisories (Travel.State.Gov) and approved by Winthrop's President.
- Business-related phone calls and internet may be reimbursable if pre-approved on the Travel Authorization form.

### 4.3 Air Travel

- Travelers must seek the lowest fare available, via the most direct and expeditious route, and book fares at least 4+ weeks in advance to gain the best price, whenever possible.
  - Travelers must fly coach/economy class.
    - Exception: upgrades above coach but under first class for a bona fide medical accommodation.
  - Nonrefundable flights should be booked.
  - State funds may not be used to purchase first-class airline tickets.
  - Reimbursable expenses:
    - Baggage fee for one checked bag for travel 7 days or less; either baggage fee for two checked bags for travel 8 days or more or laundry / dry cleaning expenses.
    - Parking fee or rideshare to/from airport.
      - Pro tip: For travel 4 days or more, it can be more economical to use rideshare to/from the airport versus paying a daily parking fee.
  - Non-reimbursable purchases:
    - Trip insurance
    - Seat selection fee
    - In-flight food or beverage
    - In-flight or airport internet
    - In-flight entertainment
    - Porterage service
    - Gratuities
- For travelers using Federal grant funds, U.S. flag air carriers must be used, unless exceptions outlined in the Code of Federal Regulations (sections §301–10.135, §§301–10.136, and 301–10.137) apply.
- Air travel is not permitted if travel is within a 180-mile radius of the traveler's residence.

### 4.4 Ground Travel

- **Train / bus / rideshare:** Travelers must seek the lowest fare available, via the most direct and expeditious route, and book fares at least 4+ weeks in advance to gain the best price, whenever possible.
  - Travelers must travel coach/economy class.
  - Gratuities are not reimbursable.

- **Mileage:** Mileage between an employee's residence and their workplace is not eligible for reimbursement. For travel, mileage is calculated based on the lesser of the distance between the traveler's residence and destination or their duty post and destination.
  - Mileage rates are defined by the State of South Carolina.
  - Mileage is not reimbursable when using a rental car.
  - Mileage is reimbursable for employees with a State-issued vehicle or car allowance.
  - Parking and toll fees are reimbursable.
  - Parking/toll/traffic/etc. fines are not reimbursable.
- **Rental Cars:** If a rental car is used, reimbursement will be provided for the cost of the rental car (unless prepaid by Winthrop) and fuel. Additional charges, such as rental car insurance and choice seating, are not reimbursable.
  - Rental car companies with a SC State contract must be used for State of South Carolina rates.
  - Decline additional insurance.
  - Decline pre-paid fuel option.
  - Keep gas receipts.
  - Gratuities are not reimbursable.
  - Not reimbursable for employees with a State-issued vehicle or car allowance, unless in connection with required air travel.
  - Parking and toll fees are reimbursable.
  - Parking/toll/traffic/etc. fines are not reimbursable.

#### 4.5 Lodging

- No reimbursement for overnight accommodation made within 50 miles of the traveler's official headquarters and/or residence.
- Lodging arrangements must be appropriate and cost-effective. The maximum reimbursement for lodging will be based on lodging per diem rates for the destination city as set forth by the U.S. General Services Administration (GSA), plus taxes and allowable fees. Any exception must have written approval from the Finance and Business Office before incurring the expenditure.
  - Exception: Lodging at hotels affiliated with a conference is permissible with documentation reflecting the designated lodging.
- Resort fees are not considered reasonable and not reimbursable business expenses.
  - Exception: Resort fee at hotels affiliated with a conference is permissible with documentation reflecting the designated lodging.
- Lodging must occur at commercial locations. Lodging through VRBO, Air B&B, or similar options is not permitted.
- Non-reimbursable expenses include:
  - Gratuities
  - Phone calls and internet
    - Exception: For international travel, business-related phone calls and internet may be reimbursable if pre-approved on the Travel Authorization form.
  - In-room entertainment

- Laundry
  - Exception: For travel 8 days or more, either laundry / dry cleaning expenses or the fee for a 2<sup>nd</sup> checked bag may be chosen for reimbursement.

## 4.6 Meals and Per Diem

- Employees and students are required to use the State of South Carolina per diem rates. Receipts are not required if per diem is claimed.
  - State link
- Non-employee meals will be reimbursed according to the federal M&IE (“meals and incidental expenses”) per diem rates for their dining location.
  - M&IE per diem rates include the cost of the meal, gratuity, and taxes. The Incidental allocation of M&IE per diem is intended to cover small fees and gratuities for porters, bellhops, maids, and of transportation between lodging and the place of the meal.
- If a meal is provided at no cost (e.g., as part of a conference), that portion of the applicable per diem must be excluded.
- Meals will not be reimbursed if the travel is within 50 miles of an employee’s duty post and/or residence, whichever is less.
- For employees, one-day trips (not overnight travel), any meal reimbursement is considered taxable income and will be reported on the employee’s W-2 form.
- Meals may be reimbursed when employees attend statewide, regional, or district meetings in the area where they are headquartered, provided that at least 75% of the attendees are employees of other agencies or outside organizations. Meetings of boards, commissions, and committees do not qualify as statewide, regional, or district meetings for this purpose
- Alcoholic beverages are **not** reimbursable under any circumstances.

## 5 Travel Forms & Process

### 5.1 Travel Authorization

- All travel on behalf of Winthrop must be approved in advance by the appropriate department head or designated approving official. The traveler must submit the travel authorization form found on the Controller’s website.

#### **Employee**

- Must complete a travel authorization form, obtain the necessary approval signatures, and submit to Accounts Payable 7 days prior to the travel start date.
- All travel authorization (TA) requests to attend a conference **MUST** include the conference agenda, showing designated lodging (if applicable), attached to the Travel Authorization form before it is submitted to the Accounts Payable (AP) office. If the conference agenda is not yet published, include the agenda from the previous conference.
- All grant-related travel must be approved by the Winthrop Grant Accountant.
- All international travel must be approved by the President.

#### **Non-employee / Student**

- Non-employees and students are required to sign Winthrop’s Liability Waiver found on Winthrop’s “Risk Management” webpage.
- If a non-employee / student anticipates using personal funds to pay for reimbursable travel expenses, they are bound by the employee requirements for reimbursement above.
  - Exception: if a non-employee has completed other contracts or forms that agree to travel expenses and reimbursement, then a travel authorization form is not considered necessary.

## 5.2 Interim Travel Reimbursement

In an effort to reduce travel advances and unnecessary use of the P-Card, Winthrop will reimburse employees for commercial travel fares and conference registration fees prior to travel for business-related travel charges that they've incurred personally. Lodging holds will not be reimbursed prior to travel.

- Requests for interim travel reimbursement may only be submitted once before travel occurs.
- Interim Travel Reimbursements cannot be used if a travel advance has been requested for the specific expense.
- No more than 2 travel reimbursement requests (whether interim or post travel or advance) should be made per month.
- Interim Travel Reimbursement must exceed \$250 to be processed.

## 5.3 Travel Advance

The primary purpose of providing travel advances to employees (only) on official state business is to ease the financial burden on any traveler who requires addition travel funds over and above what cannot be addressed via the Interim Travel Reimbursement process or be reasonably reimbursed within 30 calendar days from the return date of travel. Travel Advances are mainly to cover travel expenses associated with student-employee or group travel.

- All travel, regardless of payment / reimbursement method, is required to be pre-approved through the Travel Authorization form.
- Requests for travel advances must be submitted to the Accounts Payable Office at least 10 business days before the start of the trip. Requests for travel advances may be submitted earlier than 10 days before the start of the trip, but will not be paid out any sooner than 10 days before the start of the trip.
- Employees must submit a travel reimbursement report within **30 calendar days** of returning from travel to reconcile the advance.
- The Travel Advance form itself requires travelers to grant Winthrop authority to seek reimbursement for travel advances if appropriate documentation has not been received timely.
- Other travel expenses such as airline, rental car, conference fees, etc. may be eligible to be purchased with a Winthrop P-Card (see P-Card policy) or reimbursed using an Interim Reimbursement form or Travel Reimbursement form.
- No more than 2 travel reimbursement requests (whether interim or post travel or advance) should be made per month.
- Travel advances must be over \$250 to be processed.

## 5.4 Travel Reimbursement

- Travel Reimbursement form should be completed and submitted to AP no later than 30 calendar days after the last day of travel. If the last date of travel is the last week in June, the Travel Reimbursement Form must be approved and submitted to AP by the processing deadline for the fiscal year.
- The reimbursement to the traveler cannot exceed the amount approved on the travel authorization by more than 5% without approval from all previous approvers.
- Any excess travel advance funds should be returned through the Cashier's office.
- Detailed documentation / itemized receipts showing the last 4 digits (or "Cash" if paid in cash) of the card used must be submitted for all expenses.
  - Every effort must be made to maintain or recover missing receipts. A missing receipts affidavit must be submitted for lost receipts.
- No more than 2 travel reimbursement requests (whether interim or post travel or advance) should be made per month.

## 5.5 Blanket Travel Authorization Form

Blanket Travel Authorization Forms can be used for routine travel where traveler, traveling method, purpose, and funding source remain the same.

- This form is required to be updated, reviewed, and approved annually.
- A budget ceiling must be indicated on the form.
- Individual travelers should submit no more than 2 travel reimbursement requests (whether interim or post travel or advance) per month.

## 5.6 Refunds / Cancellations

- Fees or foregone payments due to cancellations are responsibilities of the department, not the traveler.
- If travel refunds benefit the traveler (i.e. revert to their personal account as a refund or credit), the traveler should reimburse Winthrop if Winthrop funds were used.

## 6. Compliance and Exceptions

### 6.1 Non-Compliance

- Expenses outside of policy guidelines (such as luxury travel upgrades without approval) will not be reimbursed.
- The Finance and Business Affairs office will regularly monitor the use of P-Cards for travel-related expenses. Any misuse or non-compliance with the procedures outlined in this policy may result in the suspension of P-Card privileges and the requirement to reimburse unapproved charges.
- Willful violation by employees may result in disciplinary action, which can be referenced in Winthrop's "Progressive Discipline Policy."
- Willful violation by students may result in disciplinary action, which can be referenced in Winthrop's "Student Code of Conduct."

- Willful violation by non-students and non-employees may result in unfavorable action including but not limited to reduction or cancellation of contract or agreement, refusal to reimburse expenses, and/or demand for return of funds.

## **6.2 Exceptions to Policy**

- Any exception to this Travel Policy must be approved in writing in advance of the first date of travel by the CFO/Vice President for Finance and Business Affairs.