

Timeline for Proposing and Implementing a New Education Abroad Program

Action step	Deadline
Request an initial meeting with the Associate Director for Education Abroad to discuss ideas and determine viability of program	1.5 years prior to desired program start
Request an informal, initial meeting with the International Education Advisory Committee (IEAC) if recommended by the Associate Director for Education Abroad	1 year prior to desired program start
The Office of International Education and Global Initiatives (IEGI) will assign an advisor to work with potential program/faculty as proposal is developed	1 year prior to desired program start
Faculty obtains approval of relevant department chair and development of evidence that the program fits with the learning objectives of the department	11 months prior to desired program start
Faculty obtains approval by designated official in the college dean's office	11 months prior to desired program start
Faculty follows up on any other information that IEAC or IEGI requests, completes site visit to proposed location if possible	10 months prior to desired program start
Faculty, in consultation with advisor, must finalize projected program budget	9 months the year prior to desired program start
Faculty completes formal proposal form and submits it to IEAC, has a follow up formal meeting with IEAC to propose program	9 months the year prior to desired program start
If IEAC approves the program, proceed to next steps	
Provide IEGI advisor with information necessary to complete creating marketing materials for the program	8 months prior to program desired start
Faculty collaborate with IEGI advisor on advertising efforts	8 months prior to program desired start and onward
Faculty and IEGI advisor collaborate on application instructions and processing; determine specific application deadline	7 months prior to fall program
IEGI advisor confirms number of applicants and advisor and faculty determine if program is able to run	1-2 weeks after application deadline
IEGI completes R&A travel forms which faculty need to sign; health insurance enrollments are completed, IEGI pre departure orientation is provided	1-3 months prior to program desired start
Program runs	
Faculty turn in receipts of program monies spent within 10 days of program end date (if relevant)	10 business days after program conclusion
Faculty submit student grades to IEGI	Within 1 month of program academic component concluding
Faculty submits program report to IEGI	Within 1 month of on-site portion of program concluding