

International Center

Faculty-led Study Abroad Program Checklist

Steps to Study Abroad Program Approval Process

This checklist is designed to assist you through the approval document process of a faculty-led study abroad program. Please obtain all required signatures and submit documents together to the International Center, Bldg. 1-104. Refer to the Application for Short-term Study Abroad Program form for submittal deadlines.

Steps	Check	Date Prior to Departure	Instructions
1	<input type="checkbox"/>	9+ Months Prior	Make an appointment with the Study Abroad staff at the International Center regarding the details of your proposed study abroad program and destination.
2	<input type="checkbox"/>	9 Months Prior	Read through Developing Faculty-led Study Abroad Programs booklet, documents and adhere to all submission deadlines.
3	<input type="checkbox"/>	9 Months Prior	Discuss feasibility and demand for potential proposal with your dean and department chair.
4	<input type="checkbox"/>	8 Months Prior	<p>Complete Application for Short-Term Study Abroad Program</p> <ul style="list-style-type: none"> Complete page 1 of the Application for Short-term Study Abroad Program. <ul style="list-style-type: none"> <input type="checkbox"/> Attach updated Syllabus (If this is existing course that normally does not include study abroad, add objectives & outcomes related to study abroad). ▼ <input type="checkbox"/> Attach proposed travel itinerary ▼ Obtain the following signatures and route as follows <ul style="list-style-type: none"> <input type="checkbox"/> Department Chair Signature ▼ <input type="checkbox"/> College Dean's Signature ▼ Complete Authorization to Travel on State Business (1A) and obtain your colleges authorized signature. If your department agrees to pay a portion of travel expenses etc., provide the funding source – PeopleSoft Chartfield String number. ▼ Provide Memorandum - Request for International Travel Approval Submit to International Center for review. ▼ IC forwards documents to the Office of Academic Programs for approval for alignment with academic policies. ▼ After approval by Academic Programs, documents will be forwarded to the Provost & Vice President for Academic Affairs for travel authorization.
5	<input type="checkbox"/>	7 Months Prior	<ul style="list-style-type: none"> After travel authorization has been approved, all documents will be forwarded to the International Center for signature from the Dean, Dr. H. Evans, College of the Extended University.
6	<input type="checkbox"/>	6 Months Prior	<ul style="list-style-type: none"> After final approval has been granted, the Study Abroad unit will begin the process of implementing the program by working with the sponsoring faculty member on budgets, advertisements, student information meetings, setting appointments for student medical exams, housing, transportation, insurance, etc.
7	<input type="checkbox"/>	3 Months Prior	<ul style="list-style-type: none"> The Study Abroad staff will then submit this program information for final approval to the Chancellors Office (if Intl. Agreement is required).
8	<input type="checkbox"/>	1 month prior	<ul style="list-style-type: none"> Schedule mandatory pre-departure orientation.