UP Study Abroad Office Timeline for Faculty-Led Course Development Process

TIMELINE	FACULTY	OTHER UNITS	STUDY ABROAD
20 – 18 months prior to course facilitation start	• Brainstorm course/program. **Eighteen months is minimum timeframe to get started.** • Consider target student audience and learning objectives (course content & GILO level) • Share with dept/college	• Department or Academic Unit approves course by signing study abroad department approval form (online).	• Provides information related to proposal application process, as requested.
18 – 12 months	• Consult w/ study abroad on logistics (safety, expenses etc.) before proposal deadline • Develop and submit formal course proposal based on Study Abroad (SA) guidelines by the published deadlines**.**	• SA/CISGO Sub-committee reviews proposals.	• Considers potential 3rd party partners & fees • Determines long-term recruitment strategy • Provides feedback to faculty on feasibility
12 – 10 months	• Revise proposal based on committee feedback (e.g., budget recommendations) • Submit course number and details to course schedule	• Budget Office reviews fees • VPFA and Provost review fees	• Begin working with 3rd party partners on program design and agreements
9 – 5 months	• Recruit for program • Work with SA and Provider on program logistics • Work with SA on admission process for students	• CISGO/SA offer workshops for new faculty to outline best practices/ learning objectives/ assessment for faculty who will teach abroad • Financial Aid meets with students • Registrar adds course	• Finalize partnership agreements at 9 months • Work with faculty and partners on program logistics • Begin recruitment and open application cycle • Consult with faculty on admissions • SA assess feasibility of course based on # of student confirmations (deposit submission)
5 – 3 months	• Lead pre-departure sessions for students (with logistics support from SA, as needed)	• Health and Counseling and Accessible Education Services work with students and faculty on meeting needs of students • Budget Office and SA determine if course will meet minimum numbers to run (based on registration for course).	• Ensure students have submitted documents (Visas, health forms, insurance info., etc.) • Coordinate pre-departure sessions with faculty and students
3 – 1 months	• Finalize details with SA and local program providers • Finalize personal arrangements for travel, housing, etc.	• On-site host offers last minute updates	• Finalize details with faculty and partners • Submit student insurance forms one

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			month prior
Program & completion	• Runs Program • Grade reports and Evals • Reconcile personal P-Card expenses related to program • Submit expense summary to SA	• On-site host runs program	• Keeps in touch with faculty & host • Provide program evaluations
2 – 3 months after return	• Distribute program evaluations to students • Offer students an opportunity to connect with SA programming for study abroad alumni	• Institutional Research offers updates on program assessment	• Share program evaluations with faculty • Conduct student re-entry sessions reviewing learning objectives and program reports