

Study Abroad Program Director Timeline

<i>Months prior to course start date</i>		<i>Tasks</i>
Fall Semester Program	Spring Semester Program	
12 months	12 months	<ul style="list-style-type: none"> • Get Chair's/Dean's support for program concept • Consult with CGE on how to develop a program proposal • Attend Program Director Workshops sponsored by CGE
10 months	10 months	<ul style="list-style-type: none"> • Submit Program Proposal Form (Appendix B) • Proposal reviewed and approved (to meet Timetable deadlines) • Work on logistics, itinerary, and budget; consult with CGE as necessary (Appendices C-E).
8 months	5 months	<ul style="list-style-type: none"> • Confirm on-site contacts/ agency affiliations • Develop marketing materials (see Appendix I & P) • Submit to CGE your program application and marketing materials so they can be uploaded to AbroadOffice (AO). • Begin to promote program and recruit students using AO (Appendix O).
4 months	3 months	<ul style="list-style-type: none"> • Accept applications from students in AO until established deadline; make final selections • Send CGE list of accepted students by the CGE PD review deadline to ensure your students are considered for study abroad scholarships. • Students sign and upload to AO acceptance agreement (Appendix G). • Students pay non-refundable deposit. • Confirm visa requirements.
<i>Months prior to departure date</i>		<i>Task</i>
4 months	4 months	<ul style="list-style-type: none"> • Collect program fees from students according to payment deadlines (see Appendix G) • Submit Program Participant Roster to CGE (Appendix H) • Schedule pre-departure orientation session(s)
2 months	2 months	<ul style="list-style-type: none"> • Working with CGE, direct students to complete and upload required study abroad forms in AO
1 month	1 month	<ul style="list-style-type: none"> • Submit to CGE: Final itinerary (see Itinerary and Logistics section) • Make final preparations and confirm program logistics • Check that all students have paid in full
0 months	0 months	<ul style="list-style-type: none"> • Departure: Use Expense Log within Budget Worksheet (Appendix C), keep all receipts, keep CGE informed of changes to itinerary and any emergencies
Within 1 month after return	Within 1 month after return	<ul style="list-style-type: none"> • Turn in Expense Log and final accounting to Business Office • Submit results from Participant Program Evaluations (template in Appendix M) to CGE • Schedule a post-program meeting with CGE and appropriate Chair/Dean to evaluate program
Post-program	Post-program	<ul style="list-style-type: none"> • At least 1 year before you plan to offer the program again, inform CGE.