FACULTY-LED STUDY ABROAD PROGRAM DEVELOPMENT TIMELINE

12+ Months Prior to Departure 8-10 Months Prior to Departure

7-9 Months Prior to Departure

2-4 Months Prior to Departure

2-3 Months Prior to Departure

1 Month Prior to Departure

- Conduct course/ program research
- Meet with Department Chair and Dean
- Identify incountry partners/vendors
- Conduct site visit, if possible
- Meet with the Office of Education Abroad

• Submit Intent to Lead Form

- Develop initial itinerary
- Research program costs
- Submit Course Action Form

 Submit required forms and materials to the Office of Education Abroad

- Begin marketing
- Recruit students
- Conduct advising meetings
- Secure payment and agreement documents from in-country partner/vendor

 Monitor student activity in Terra Dotta and SIS

- Student application deadline: confirm student participants
- Secure invoice(s) from in-country partner/vendor
- Hold predeparture orientations/class meetings

- Purchase refundable flights
- Pay in-country partner/vendor deposit
- Secure visa, if necessary
- Monitor student activity in Terra Dotta for completition

- Submit final itinerary to the Office of Education Abroad
- Attend Risk
 Management
 meeting with the
 Office of
 Education Abroad
- Register travel with CWRU and STEP
- Pay in-country partner/vendor

Timelines and Deadlines vary by program and departure date. This guide is not exhaustive.

The CWRU Study Abroad Fair is held the Friday after Labor Day every year