

# Global Education Program Proposal

## Timeline

*for programs during Summer or Fall terms*

### Year 1



—  
Meet with GEO;  
program design and  
development;  
conduct site visit

—  
Draft of GEAC  
proposal form  
available

—  
Develop budget,  
align logistical  
arrangements with  
vendors/providers in  
country, create  
program materials,  
draft needed  
approval  
requirements  
(syllabus, budget,  
program description,  
itinerary)

January

February

March

April

May

June

July

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GEAC proposal available for submission 8/15. Contact your college liaison for Global Education for dept/college-specific procedures

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**August**

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Submit final proposal for GEAC approval. Create marketing materials/plan, launch program application through GEO's website (if program's approved), attend GEO Fall Fair

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**September**

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Final opportunity to submit program proposal. Obtain dept/college approval by early October. Submit proposal to GEAC by 10/15

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**October**

Approved programs incorporate GEAC feedback, advertise final program information to students and collect applications through GEO's website. Controller's Office assigns program a study abroad local fund #; submit detail code request to the Bursar

GEO Faculty Leader Trainings offered (required every 2 years)

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Ongoing student recruitment, application review, billing

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**November**

**December**

## **Year 2**

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Vendor/provider contracts submitted to University Legal Counsel for review; align financial processes

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**January**

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Final application review and acceptance

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**February**

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GEO Faculty Leader Trainings offered

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**March**

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Pre-departure orientation(s) occur, ensure passport validity, obtain student visas, finalize program arrangements, course registration, ensure student requirements are completed and students are paid in full, make vendor/provider payments, confirm final participant roster with GEO

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Submit Pre-Departure Checklist to GEO 30 days in advance of departure (emergency contact cards, Clery Act, CISI group enrollment, intl cell phone # of the faculty leader(s)); submit travel authorization/request for travel loan

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**April**

Program takes place; conduct on-site orientation



30 days following program end, program evaluation occurs; submit travel reimbursement & financial documents

**May**

**June**

**July**

**August**

**September**

**October**

**November**

**December**

## Year 3

GEO Faculty Leader Trainings offered (required every 2 years)

Students participate in the Student Experiential Learning Conference to showcase the product from their study abroad experience

January

February

March

April



OUTREACH & INTERNATIONAL AFFAIRS  
VIRGINIA TECH  
GLOBAL EDUCATION OFFICE