

Global Education Program Proposal

Timeline

for programs during Winter or Spring terms

Year 1



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

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

June

July

August

September

October

November

December

Year 2

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

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

January

February

Final opportunity to submit program proposal. Obtain dept/college approval by early October. Submit proposal to GEAC by 3/15

March

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)

Ongoing student recruitment, application review, billing

April

Office of Winter Sessions releases RFP for course approval

May

Final deadline to submit course approval documents to Winter Sessions

June

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

July

Ongoing student recruitment, application review, billing

August

Participate in GEO Fall Fair for recruitment (if needed); final application review and acceptance

September

—
GEO Faculty Leader
Trainings offered
(required every 2
years)

✕
October

—
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

✕
November

December

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

—
Year 3

—
Program starts; on-
site orientation

✕
January



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

February

GEO Faculty Leader Trainings offered (required every 2 years)

March

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

April

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

May

