General guideline	Faculty led Study Abroad Programs	Program Leader	Business Manager	Study Abroad	Bursar	Student
12-18 months	Develop a program	X				
12 months	Develop preliminary budget	X	X			
9 months	Submit Proposal	X				
9 months	Approve Departmental Program			X		
9 months	Establish study abroad course number (SA course number)			X		
9 months	Create Web page			X		
9 months	Update web page with program information - start student recruitment	X				
3-9 months	Enroll in program on study abroad site					X
3-9 months	Monitor student enrollments, edit student status and track document submissions	X				
6 months	Establish program account and validate account set up		X			
5 months	Prepare/submit Rate Request and Cancellation Policy, establish deadline for SA deposit	X	X			
5 months	Approve Rate Request			X		
5 months	Add cancellation policy to program leader page for student to complete	X				
5 months	Check visa requirements	X				
3 months	Submit cost sheets to DFA			X		
Rolling as paid	Apply deposits to student accounts				X	
3 months	Determine program viability (based on student enrollments)	X	X			
2-3 months	Enter student registrations in BANNER (during open registration)			X		
2 months (rolling)	Invoice student for program fees				X	
2 months	Pay program fees through Bursar account					X
2 months (rolling as students registered)	Transfer program fee to department account				X	
2 months	Complete travel requirements in Concur, establish credit card and determine limits	X	X			
2-5 months (early spring)	Attend Faculty/Staff Health and Safety Orientation	X				
2 months	Conduct student pre-departure meetings	X		X		
2 month	Ensure mandatory forms submitted by students	X				
1-2 months	Review course roster and program accounts	X	X			
1-2 months (final roster)	Order emergency medical coverage for participating students		X			
1-2 months (final roster)	Distribute insurance cards to students (once received from Risk Mgmt.)	X				
1-2 months	Complete online pre-departure orientation					X
1 month	Submit program leader forms to study abroad (final itinerary, emerg form, STEP reg)	X				
Post - 2 weeks	Submit grades to study abroad via program leader page	X				
Post - rolling - 2 weeks	Submit grades to Registrar for posting			X		
Post - 1 month	Evaluate program	X		X		X
Post - 1 month	Process program expenses and review expenditures	X	X			
Post - 1 month	Evaluate account balance		X			