

# International Short Term For Credit Program Timeline

## Purpose:

It is the goal of the Education Abroad Office (EAO) to assist faculty in developing high-quality international programs that offer a connection to our mission and values of academic excellence, diversity and empowerment of leaders for a just and humane world. Our international programs should reflect elements that enhance the curriculum in ways that cannot be accomplished by offering it on campus alone. Each college has a specific process for the approval of study abroad courses and their curriculum. Once approved by the college, faculty work with the Education Abroad Office to determine health & safety considerations, risk approval, and to complete a series of administrative procedures to implement the program.

## Instructions:

Please refer to the following departure-specific timelines for deadlines and follow the hyperlinks for associated documents. Note that additional documents (i.e. Signed Agreements, [Travel Petitions](#), Volunteer forms, etc.) may be required once the International Program Risk Approval Form is reviewed and approved by the Education Abroad Office.

**Additional resources can be found on the Education Abroad [website](#).**

## Spring Quarter Enrollment/Summer Travel

October	<p><b><i>Follow college-specific processes to seek approval for study abroad course</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>College of Arts &amp; Sciences</u>: Curriculum Approval Committee</li> <li><input type="checkbox"/> <u>College of Nursing</u>: Global Nursing Committee</li> <li><input type="checkbox"/> <u>Albers School of Business &amp; Economics</u>: Executive Committee</li> <li><input type="checkbox"/> <u>College of Science and Engineering</u>: Dean's Approval</li> <li><input type="checkbox"/> <u>College of Education</u>: Dean's Approval</li> </ul>
November	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Inform</a> Education Abroad Office of approval and provide course information including: dates, itinerary, estimated cost, etc.</li> <li><input type="checkbox"/> Create marketing materials to advertise program and recruit students</li> <li><input type="checkbox"/> Submit marketing materials to Education Abroad Office to be included on EAO website and marketing platforms</li> </ul>
December	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>December 1st:</b> <a href="#">International Program Risk Approval Form</a> due to Education Abroad Office</li> <li><input type="checkbox"/> Begin completion of <a href="#">Billing Request Form</a> which allows Student Financial Services to charge students your program deposit and fee when registered for course. Requires working with your College Budget Office to set up an Activity String (budget number).</li> <li><input type="checkbox"/> Plan for Winter Quarter student recruitment ( book dates and rooms for information sessions, class room visits, flyers, etc.)</li> <li><input type="checkbox"/> Determine application process and program requirements to select students for the program. If desired, EAO can create an online application via Horizons to facilitate the student application process.</li> </ul>

## Spring Quarter Enrollment/Summer Travel (cont.)

January	<ul style="list-style-type: none"> <li><input type="checkbox"/> Market program and begin student selection</li> <li><input type="checkbox"/> <b>January 15:</b> <a href="#">Billing Request Form</a> due to Education Abroad Office</li> </ul>
February	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>February 1st:</b> <a href="#">Short Term Financial Aid Budget</a> due to Education Abroad Office—this form helps students determine if they can afford the program costs as well as provides them with information to seek more aid through Student Financial Services</li> <li><input type="checkbox"/> <b>End of February:</b> Inform accepted students of their status</li> </ul>
April	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>April 1st:</b> Ensure that accepted students are enrolled in your study abroad course section(s)</li> <li><input type="checkbox"/> <b>April 1st:</b> <a href="#">Send</a> roster of students to Education Abroad Specialist</li> </ul>
May	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>May 1st:</b> <a href="#">Program Leader &amp; Co-Leader</a> Forms due to Education Abroad Office</li> <li><input type="checkbox"/> <b>May 1st:</b> Student online Horizons Registrations Due</li> <li><input type="checkbox"/> <b>Mid-May:</b> Required Attendance at a Program LEADER Workshop (contact EAO Specialist for dates &amp; locations)</li> <li><input type="checkbox"/> <b>Mid-May:</b> Required STUDENT Pre-Departure Orientation (completed online via Canvas)</li> </ul>
Summer	<ul style="list-style-type: none"> <li><input type="checkbox"/> EAO provides confidential student Emergency Contacts and Medical Reports to Program Leaders 2-3 weeks before travel via electronic format</li> <li><input type="checkbox"/> Travel Abroad</li> <li><input type="checkbox"/> Evaluation surveys sent to students upon return</li> </ul>

## Winter Quarter Enrollment/Spring Break Travel

May-June	<p><b><i>Follow college-specific processes to seek approval for study abroad course</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>College of Arts &amp; Sciences</u>: Curriculum Approval Committee</li> <li><input type="checkbox"/> <u>College of Nursing</u>: Global Nursing Committee</li> <li><input type="checkbox"/> <u>Albers School of Business &amp; Economics</u>: Executive Committee</li> <li><input type="checkbox"/> <u>College of Science and Engineering</u>: Dean’s Approval</li> <li><input type="checkbox"/> <u>College of Education</u>: Dean’s Approval</li> </ul>
May-June	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Inform</u> Education Abroad Office of approval and provide course information including: dates, itinerary, estimated cost, etc.</li> <li><input type="checkbox"/> Create marketing materials to advertise program and recruit students</li> <li><input type="checkbox"/> Submit marketing materials to Education Abroad Office to be included on EAO website and marketing platforms</li> </ul>
September	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>September 1st:</b> <u>International Program Risk Approval Form</u> due to Education Abroad Office</li> <li><input type="checkbox"/> Begin completion of <u>Billing Request Form</u> which allows Student Financial Services to charge students your program deposit and fee when registered for course. Requires working with your College Budget Office to set up an Activity String (budget number).</li> <li><input type="checkbox"/> Plan for Winter Quarter student recruitment ( book dates and rooms for information sessions, class room visits, flyers, etc.)</li> <li><input type="checkbox"/> Determine application process and program requirements to select students for the program. If desired, EAO can create an online application via Horizons to facilitate the student application process.</li> </ul>
October	<ul style="list-style-type: none"> <li><input type="checkbox"/> Market program and begin selecting students</li> <li><input type="checkbox"/> <b>October 15th:</b> <u>Billing Request Form</u> due to Education Abroad Office</li> </ul>
November	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>November 1st:</b> <u>Short Term Financial Aid Budget</u> due to Education Abroad Office—this form helps students determine if they can afford the program costs as well as provides them with information to take to Student Financial Services to seek more aid</li> <li><input type="checkbox"/> <b>End of November:</b> If students are required to apply for your course, inform accepted students of their status</li> </ul>
December	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>December 1st:</b> Ensure that accepted students are enrolled in your study abroad course section(s)</li> <li><input type="checkbox"/> <b>December 1st:</b> <u>Send</u> roster of students to Education Abroad Specialist</li> </ul>

## Winter Quarter Enrollment/Spring Break Travel (cont.)

February	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>February 1st:</b> <a href="#">Program Leader &amp; Co-Leader</a> Forms due to Education Abroad Office</li> <li><input type="checkbox"/> <b>February 1st:</b> Student online Horizons Registrations Due</li> <li><input type="checkbox"/> <b>Mid-February:</b> Required Attendance at a Program LEADER Workshop (contact EAO Specialist for dates &amp; locations)</li> <li><input type="checkbox"/> <b>Mid-February:</b> Required STUDENT Pre-Departure Orientation (completed online via Canvas)</li> </ul>
March-April	<ul style="list-style-type: none"> <li><input type="checkbox"/> EAO provides confidential student Emergency Contacts and Medical Reports to Program Leaders 2-3 weeks before travel via electronic format</li> <li><input type="checkbox"/> Travel Abroad</li> <li><input type="checkbox"/> Evaluation surveys sent to students upon return</li> </ul>

## Fall Quarter Enrollment/Winter Break Travel

January	<p style="text-align: center;"><b><i>Follow college-specific processes to seek approval for study abroad course</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>College of Arts &amp; Sciences:</u> Curriculum Approval Committee</li> <li><input type="checkbox"/> <u>College of Nursing:</u> Global Nursing Committee</li> <li><input type="checkbox"/> <u>Albers School of Business &amp; Economics:</u> Executive Committee</li> <li><input type="checkbox"/> <u>College of Science and Engineering:</u> Dean's Approval</li> <li><input type="checkbox"/> <u>College of Education:</u> Dean's Approval</li> </ul>
February	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Inform</a> Education Abroad Office of approval and provide course information including: dates, itinerary, estimated cost, etc.</li> <li><input type="checkbox"/> Create marketing materials to advertise program and recruit students</li> <li><input type="checkbox"/> Submit marketing materials to Education Abroad Office to be included on EAO website and marketing platforms</li> </ul>

## Fall Quarter Enrollment/Winter Break Travel (Cont.)

March	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>March 1st:</b> <a href="#">International Program Risk Approval Form</a> due to Education Abroad Office</li> <li><input type="checkbox"/> Begin completion of <a href="#">Billing Request Form</a> which allows Student Financial Services to charge students your program deposit and fee when registered for course. Requires working with your College Budget Office to set up an Activity String (budget number).</li> <li><input type="checkbox"/> Plan for Winter Quarter student recruitment ( book dates and rooms for information sessions, class room visits, flyers, etc.)</li> <li><input type="checkbox"/> Determine application process and program requirements to select students for the program. If desired, EAO can create an</li> </ul>
April	<ul style="list-style-type: none"> <li><input type="checkbox"/> Market program and begin selecting students</li> <li><input type="checkbox"/> <b>April 15th:</b> <a href="#">Billing Request Form</a> due to Education Abroad Office</li> </ul>
May	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>May 1st:</b> <a href="#">Short Term Financial Aid Budget</a> due to Education Abroad Office—this form helps students determine if they can afford the program costs as well as provides them with information to take to Student Financial Services to seek more aid</li> <li><input type="checkbox"/> <b>End of May:</b> If students are required to apply for your course, inform accepted students of their status</li> </ul>
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