EDUCATION ABROAD
EXPLORE ● PREPARE ● REINTEGRATE

International Program Timeline—Non-Credit

Purpose:

It is the goal of the Education Abroad Office (EAO) to assist faculty and staff leaders in developing high-quality international programs that offer a connection to our mission and values of professional formation, diversity and empowerment of leaders for a just and human world. **Non-credit international programs**, most often service projects, offer students a unique opportunity for international engagement through direct experience.

Instructions:

Please refer to the following departure-specific timelines for deadlines and follow the links for associated documents. Additional documents 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. Notifying our office as early as possible allows us to better assist in the planning and execution of your program.

Winter Break Travel

October

1st: Inform Education Abroad Office

1st: Send roster of students to Education Abroad Specialist

1st: Complete International Program Risk Approval Form

November

1st: Program Leader & Co-Leader Forms Due

1st: Student online Horizons Applications Due

Mid-Nov: Required attendance at Program Leader Workshop

Mid-Nov: Required Online Student Pre-Departure Orientation

December

☐ EAO provides confidential student Emergency Contacts and Medical Reports to Program Leaders via online format

☐ Travel Abroad

☐ Evaluation surveys sent to students upon return

International Program Timeline—Non-Credit (cont.)

Spring Break Travel

January

1st: Inform Education Abroad Office

1st: Send roster of students to Education Abroad Specialist

1st: Complete International Program Risk Approval Form

February

1st: Program Leader & Co-Leader Forms Due

1st: Student online Horizons Applications Due

Mid-Feb: Required attendance at Program Leader Workshop

Mid-Feb: Required Student Online Pre-Departure Orientations

March

☐ Student Emergency Contacts and Medical Reports are sent to Program Leaders via online format

☐ Travel Abroad

☐ Evaluation Surveys sent to students upon return

Summer Break Travel

April

1st: Inform Education Abroad Office

1st: Send roster of students to Education Abroad Specialist

1st: Complete International Program Risk Approval Form

May

1st: Program Leader & Co-Leader Forms Due

1st: Student online Horizons Applications Due

Mid-May: Required attendance at Program Leader Workshop

Mid-May: Required Student Online Pre-Departure Orientation

Summer

☐ Student Emergency Contacts and Medical Reports are sent to Program Leaders via online format

☐ Travel Abroad

☐ Evaluation Surveys sent to students upon return