

General Timeline for SDSU Faculty-Led Study Abroad Program Development

Summer and Fall Semester Programs		Winter, Spring Semester, and Spring Break Programs		Action and Responsible Party
First week of June		First week of April		<p>New Faculty Directors: Submit new program proposal for the following year to the Office of International Programs (OIP)</p> <p>Returning Faculty Directors: Submit continuing program proposal for the following year to the Office of International Programs (OIP)</p>
First week of July		First week of May		Office of International Programs: Review and approve/deny program proposals
July		May		College of Extended Studies Directors: Obtain required tax/audit, payment, and scope of work documents from International Education Organizations (IEO's) or host institutions. Obtain syllabi from faculty. Develop internal budget and determine program fee. Route course approval documents.
First week of fall semester				Faculty Director, College International Program Coordinator, CES Advisors: Begin to actively promote programs through various channels including flyers, emails, social media, on- and off-campus fairs, info. sessions, and class presentations. Work closely with academic advisors.
Summer and Fall Semester Programs	Winter Programs	Spring Semester Programs	Spring Break Programs	Action and Responsible Party
March 15	October 15	September 20	January 15	CES Directors, Faculty Director, In-Country Service Provider: <u>Student application deadline.</u> Review enrollment, determine program viability, and cancel under-enrolled programs as needed.
March-April	October-November	September-October	January-February	CES Directors: Obtain invoices and payment documents from in-country service provider and initiate payment process, purchase student insurance.
April	November	November	February	<p>Faculty Director & Supporting Faculty, if applicable: Attend mandatory faculty training, facilitated by OIP and CES</p> <p>Faculty Director: Lead program specific pre-departure orientation. Invite College Support Staff & CES Study Abroad Advisor to participate in orientation.</p> <p>CES Directors, Advisors, and Coordinator: Conduct student predeparture orientation</p>

Summer: April Fall: April-May	November	November-December	February	CES Advisors: Ensure students make all program payments
Summer: April 15-20 Fall: July 20-25	December 5-10	January 5-10	February 20-25	CES Advisor and CES Coordinator: Assist students with course registration
April	December	December	February	Faculty Director and CES Study Abroad Staff: Complete all necessary paper work and contracts Faculty Director: Submit detailed updated program itinerary to CES Director
Before 40 days in advance of departure date				Faculty Director: Submit complete travel (T2) and insurance paperwork (FTIP) to OIP
Summer: May-August Fall: August - December	December/January	January - May	March/April	Faculty Director: Lead/supervise program
Within 3 weeks of return				Faculty Director: Submit travel receipts and Travel Expense Claim (TEC) to OIP, per SDSU travel policy.
Within 30 days of return (during designated grading period)				Faculty Director: Enter grades.
After grades have been posted				CES Directors, Coordinator, and Support Staff: Request, process, approve faculty salary
August/September	January/February	August	April	Faculty Directors: Complete program evaluation and meet with CES Directors to discuss programs outcomes, pending issues, etc.