

Timeframe				Activities	Responsible Stakeholders
Spring Semester	Spring Break	Fall Semester	Summer Terms		
Step 1: Faculty-Led Program / Renewal of Faculty-Led Program					
No later than February 1 prior to program year	No later than April 1 prior to program year	No later than August 1 prior to program year	No later than June 1 prior to program year	1. Faculty member creates or renews a faculty-led study abroad program <ul style="list-style-type: none"> 1.1. Review the OAKS Faculty-Led Study Abroad “First Step – Program Design” to learn about responsibilities and resources to add 1.2. Review the OAKS Faculty-Led Study Abroad “Second Step – Submitting a Program Proposal” 1.3. Submit completed proposal and supporting documentation to the Department Chair and Dean of School prior to the established deadline 1.4. Completed, reviewed and signed proposals are submitted to the CIE Director to review by the established deadline 1.5. Inform faculty of program approval/denial 	1.1 Program Director(s) 1.2 Program Director(s) 1.3 Program Director(s) 1.4 Dean of School 1.5 CIE
Step 2: Service Provider Proposal & Budget Submitted or Petition Approved					
February - May	April - July	August - November	June - August	2. If using a Provider, faculty select one service provider proposal and submit the service provider proposal and program budget to CIE <ul style="list-style-type: none"> 2.1. Receive service provider proposals and provides a summary, proposal and working budget to PD 2.2. Review the OAKS Faculty-Led Study Abroad “Third Step – Submitting Selected Service Provider Proposal & Program Budget” 2.3. Submit Service Provider Form, Proposal and the Program Budget 2.4. Request more information of the provider proposal as needed 2.5. Send service provider proposal to Office of Legal Affairs (OLA) 2.6. Create postcard/flyer and ViaTRM page with information provided in PD proposal, service provider proposal and budget 2.7. Review and approve postcard/flyer and ViaTRM page Or 2. If petition was granted, CIE already received budget and marketing information with proposal and petition <ul style="list-style-type: none"> 2.1 Any contracts need to be sent to OLA for review 2.2. Create postcard/flyer and ViaTRM with information provided in PD proposal, petition and budget 2.3 Review and approve postcard/flyer and ViaTRM website page 	2.1 CIE 2.2 Program Director(s) 2.3 Program Director(s) 2.4 CIE 2.5 CIE 2.6 CIE 2.7 Program Director(s) 2.1 CIE 2.2 CIE 2.3 Program Director(s)

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Step 3: Office of Legal Affairs (OLA) Reviews Service Provider Proposal					
February - May	April - December	August – December	June – December	3. All Proposals/Contracts/MOUs are required to be reviewed by OLA before the Provost can sign off 3.1. Send final draft of service provider proposal for OLA to review 3.1.1. Some activities, lectures or accommodations can still be TBD, but the general itinerary and cost have been agreed upon 3.2. OLA and Service Provider review and approve document and all appropriate parties sign and provide an executed document to the CIE 3.3. Agreed and reviewed upon service provider proposal is sent to Provost for signature	3.1 CIE 3.2 OLA / Service Provider / Vendor(s) 3.3 OLA
Step 4 - 5: Marketing, Student Recruitment and Student Applicants					
After submission to OLA - October 1	After submission to OLA - October 15	After submission to OLA - March 15 of the program year	After submission to OLA - February 15 of the program year	4. The Program Director(s) and the CIE staff work to generate interest among student applicants 4.1. Review the OAKS Faculty-Led Study Abroad “Fourth Step – Fully Approved Proposal” paying special attention to the “Marketing” module 4.2. Promote and advise students on program 4.3. Advise students regarding program, application process and scholarship process 4.4. Speak at invited information sessions and classroom presentations 4.5. Attend the CIE Study Abroad Fair	4.1 Program Director(s) 4.2 Program Director(s) 4.3 CIE 4.4 CIE 4.5 CIE / Program Director(s)
				5. The CIE staff manages the application process for interested students 5.1. Submit on-line program application on ViaTRM 5.2. Verify that student applicants are in disciplinary “good standing” 5.3. Review and inform the CIE on approved students 5.4. Send Conditional Approval email and change student status in ViaTRM to Conditionally Approved 5.5. Complete Forms in ViaTRM (now visible due to Conditional Approval status) to commit to the program 5.6. Minimum number of students must be at least conditionally approved by established deadline 5.6.1. If student deadline in proposal indicates an earlier deadline, follow proposal deadline 5.7. Cancel programs that do not meet minimum number of students in at least “Conditionally Approved” status day after the established deadline 5.8. Cancel programs that do not meet minimum number of students who are in “Commit” status no later than two weeks after the established deadline	5.1 Student Applicants 5.2 CIE 5.3 Program Director(s) 5.4 CIE 5.5 Student Applicants 5.6 Student Applicants 5.7 CIE 5.8 CIE

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Step 6: Payments					
October – December	October – December	April – July	February - April	6. The CIE staff and program director work together with committed students and the service provider/in country vendors 6.1. Review the OAKS Faculty-Led Study Abroad “Fifth Step – Program is a Go!” 6.2. Once minimum requirement of applicants “Commit” to the program in ViaTRM submit completed Group TA to AP 6.3. Make necessary deposits/payments and flight reservations 6.4. Visa process for applicable programs 6.5. Register students in faculty-led study abroad program 6.6. Provide TO with student information and program fee for billing 6.6.1. Billing scheduling and due dates for tuition and program fees are through the TO	6.1 Program Director(s) 6.2 CIE / Program Director(s) / Chair / Dean 6.3 CIE 6.4 CIE 6.5 CIE / Program Dept. 6.6 CIE
Step 7: Pre-Program Preparation and Instruction					
Last month of Fall semester	First part of Spring semester	Last month of Spring semester	Last month of Spring semester	7. The CIE staff, service provider/in-country personal and Program Director(s) collaborate on pre-program preparation 7.1. Attend mandatory training session with CIE staff to review director responsibilities and Clery Training (when applicable) 7.2. Schedule and teach pre-departure classes (when applicable) 7.3. Schedule and hold pre-departure orientation for students to review expectations, rules and travel logistics	7.1 Program Director(s) 7.2 Program Director(s) 7.3 Program Director(s) / CIE
Step 8: On-Site Program Orientation and Supervision					
During Spring Semester	During Spring Break	During Fall Semester	During Summer Term	8. Program Director, Service Provider /in-country personal (If applicable) and CIE staff collaborate to execute the program and address an incident and/or emergency that may arise. 8.1. Review the OAKS Faculty-Led Study Abroad “Sixth Step – Time Abroad” 8.2. Schedule and conduct an on-site orientation to discuss program expectations, rules, basic travel etiquette and safety 8.3. Respond to incidents and/or emergencies involving faculty and/or students and follow outlined procedures and protocols from OAKS Faculty-Led Study Abroad 8.4. Monitor all program expenses and retain necessary documentation for reimbursement (when applicable) 8.5. Remind students to complete electronic program survey sent on the 2 nd to last day of program by CIE	8.1 Program Director(s) 8.2 Program Director(s) / Service Provider 8.3 Service Provider / Program Directors 8.4 Program Director(s) 8.5 Program Director(s)

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Step 9: Back on Campus					
Post-Program	Post-Program	Post-Program	Post-Program	9. The CIE staff works with Program Director(s) to finalize financials and review aspects of the program 9.1. Review the OAKS Faculty-Led Study Abroad “Seventh Step – Program Completed” 9.2. Schedule and teach post-program classes (when applicable) 9.3. Submit grades to the RO 9.4. Submit completed Study Abroad Expense Report with receipts in chronological order within one week of the program end date 9.5. Review Study Abroad Expense Report and submit to Accounts Payable 9.6. Complete finalized budget for surplus/deficits and provide information to Program Director(s), Chairs, and Deans 9.7. Review CIE program evaluations to identify program successes and/or failures and report findings to the Program Director(s) and Chair	9.1 Program Director(s) 9.2 Program Director(s) 9.3 Program Director(s) 9.4 Program Director(s) 9.5 CIE 9.6 CIE 9.7 CIE