



# FACULTY-LED PROGRAM CHECKLIST

## Pre-Proposal Submission

- Meet with the Office of Study Abroad (Gracie Lester)
- Read the Faculty Led Program Guide
- Obtain Department Chair and Dean written approval for the proposed course and travel
- request and finalize proposed itinerary with vendor

## Proposal Submission

- Submit the program proposal to the Office of Study Abroad by **7/28/23**. The proposal should include the following:
  - syllabus
  - signed Faculty Director Responsibilities form
  - Course approval form or memo approving course with Dean and Department Chair signatures
  - Vendor proposal with program itinerary and dates
  - Risk and Liability form and supplemental documents
  - Program budget- please use OSA template
  - Destination Details form

## Proposal Review

- Proposal Reviewed
- Proposal approved by Provost and Legal Counsel
- Confirm with Registrar that course(s) is built
- Confirm budget and other details with Office of Study Abroad
- Meet with Office of Study Abroad to discuss recruitment strategy and application processes

## After Student Application Deadline

- Finalize enrollment after application deadline passes
- Provide Office of Study Abroad with completed Emergency Action Plan **2 months before Departure**



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