International Program Center
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Faculty Led Programs

Post Program Approval

Checklist for Education Abroad Program Implementation

1. ☐ Check U.S. Department of State Travel Advisory.
    a. No system-related travel may be made to countries or areas under a U.S. Department of State travel advisory level 3 or 4 unless prior approval has been obtained in writing from the chancellor or designee.

2. ☐ Completion of a service contract.
    a. If the experience involves a third party (including a host institution) who will be compensated for making travel arrangements or delivering content. Please be aware that the process can take several weeks or even months, and payments cannot be made to a vendor until it is satisfactorily completed.
    b. Vendor Payments – It is ideal to make payments to vendors in one or two installments with any initial deposit due after December 1, our final commitment date for students.

3. ☐ Provide course information to the Registrar's Office.
    a. The Sponsoring department and faculty leader(s) will provide course information to the Registrar's Office so that students may register for the courses.

4. ☐ Work with the IPC and the Business Office.
    a. Ensure that student fees and insurance payments are collected, and necessary payments are made to any vendors involved.
    b. It is the faculty's responsibility to assist in communicating with students about payments.
    c. Spring and summer program student payment will adhere to the following timeline unless adjustment is needed:

Date (semester prior to program departure)	**Item**
October 15	Student Application Deadline
November 15	Student Program Fee Deposit Due. Typically, $500.
December 1	Student commitment date. No refunds after this date. Administration can confirm if programs will run after this date.
January 15	Remainder of full program fee due.

5. ☐ Submit Spend Authorization.
    a. Before travel, the Instructor / Director should submit a Spend Authorization through Workday for university travel.

6. ☐ Complete the International Travel Risks and Responsibilities Acknowledgement Form.

7. ☐ IPC will enroll students in international travel insurance.

8. ☐ Submit Emergency Action Plan.
    a. Program directors are required to submit an Emergency Action Plan, describing the accessibility of appropriate security and health care facilities while abroad, as well as emergency procedures. Accessibility to/communication with the program participants must be available at all times, in the event of an emergency.