Faculty-Led Program Development Timeline

12 Months Before Departure

- Conduct program research
- Share ideas with depart. chairs & Dean
- Conduct site visit
- Identify potential in-country partners

11 Months Before Departure

- Complete Phase 1 Proposal

10-9 Months Before Departure

- Complete Phase 2 including Risk Mgt. review
- Secure necessary affiliation agreements

8-7 Months Before Departure

- Set itinerary and gather cost information
- Create program and student budget worksheets

6 Months Before Departure

- Program marketing

4 Months Before Departure

- Application deadline
- Vet and select participants
- Students confirm participation

3 Months Before Departure

- Register students
- Purchase flights
- Pay vendor deposits
- Secure visas

2 Months Before Departure

- Finalize itinerary arrangements
- Conduct pre-departure

Keep in mind that fall programs and travel enhancement programs may require a longer timeline.

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