# STEPS FOR FACULTY-LED PROPOSAL

## Step 1: Meet with Study Abroad Office August through April (12 to 18 months before)
- Application deadlines are 1 year in advance. Registrar’s Office, Website Questions
  - Meet with the Assistant Director of Study Abroad (if you have led a study abroad program previously) or the Director of Study Abroad (if this is your first program abroad) about the best time for your faculty-led program, and what academic classes you would like to offer. Faculty will need to meet with the Study Abroad Office each time they propose a program to learn of any new changes to procedures and policies for faculty-led programs. Determine what requirements you’ll want as part of your acceptance process for studying abroad, as this may affect the type of student you have in your program (GPA, essay, personal interview, etc.).
  - Meet with your Department Chair to discuss your proposed program
  - Meet with Dean or the Dean’s designated representative for study abroad to discuss your proposed program

## Step 2: Academic Council (skip to step 3 if your course is pre-existing)
- Faculty who are proposing new course for a faculty-led program must have that class approved by the Academic Council before official approval can be authorized.

## Step 3: Submitting Faculty-Led Proposal
- Deadline for Faculty-led Proposals is May 1 for the following summer or March 1 for the following spring. (1 year in advance for following year)
- The proposal is submitted on-line for Faculty-Led Study Abroad (FLSA) or Faculty-Led Domestic Program (FLDP)
- Click on “Apply Now” on the Faculty-Led Course Proposals Page to begin the application process. All faculty members are registered with the system; log in with your GUID username/password.
- Submit Faculty Led Proposal - PART I Overview of Study Abroad Proposal or Overview of Domestic Proposal
- Submit Faculty Led Proposal - PART II Course Information
- Submit the Faculty-Led Proposal PART III - Possible Risks & Prevention
- Submit Faculty-Led Proposal – Part IV Academic Approval
- Sign Faculty-Led Proposal – Part V Director’s Handbook and Risk Management Handbook
- Sign Faculty-Led Proposal – Part VI Accompaniment Policy

## Step 4: Initial Approval
- The AAVP for Global Engagement will review proposal in June for initial review.

## Step 5: Budgets
- Study Abroad Office works on the Budgets from May to August. (8 to 12 months before)
- Study Abroad Office will meet with each faculty member to go over the budget process and create the budget with the faculty member’s assistance.

## Step 6: Final Approval
- Faculty who are proposing new course for a faculty-led program must have that class approved by the Academic Council before final approval for faculty-led program goes AAVP for Global Engagement and AVP for final approval.
- The AAVP for the Center for Global Engagement will give the final approval upon completion of financial and security reviews. September 1st (9 to 10 months before)

## Step 7: Creation of Class and Financial Contracts
- Study Abroad Office notifies the Registrar’s Office to create the class(es) within Banner
- Study Abroad Office informs Summer Session Coordinator to create financial contract for summer salaries

## Step 8: Budgets to Financial Aid
- The Financial Aid Office needs the budgets to help students who are on financial aid find additional funding to help pay for deposits.

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Step 9: Reservations for Travel
- Work with the Study Abroad Office Staff to secure the necessary reservations for transportation, housing, meals, and excursions from October through March.

Step 10: Financial Aid Awards
- Financial Aid Office makes awards for summer financial aid by mid-January (4 to 5 months prior to departure)

Step 11: Cut Off
- Student Deposit are due by February 1st. (3 to 4 months prior to departure). After February 1st deposit are non-refundable.
- Programs that meet minimum student enrollment will be approved to move forward as a study abroad program. Programs not meeting the minimum number of students will be cancelled.

Step 12: Creation of Accounts for New Faculty-Led Program (Skip this step if you have a pre-existing program)
- Upon AVP’s approval for a new program the Study Abroad office will notify the Controller’s and Student Accounts offices request restricted fund and detail (revenue) codes be created. Separate detail codes for tuition, program fees, room and board, etc. are necessary for the 1098-T tax process.
- Once the detail (revenue) codes are created in BANNER by the Student Accounts Office, the Controller’s office will be notified so that the restricted fund can be attached.

Step 13: Training
- Attend the mandatory Faculty Leader orientation and Training in February or March (3 to 4 months)

Step 14: Registration for Classes & Payment
- Students will be registered through Banner by the Registrar’s Office after they have paid the deposit. The program deposit is the only way to confirm that students will actually be participating in the program. Registration will be done late in late March to May. (1 to 3 months)
- The Registrar’s office will notify the Summer Sessions Coordinator after the students have been registered for the courses. This will let the Summer Sessions Coordinator know that the program has sufficient enrollment and that it is okay to produce faculty contracts.
- The Study Abroad Office will review class rosters and will contact students to ensure payment by the Study Abroad deadlines. Study Abroad will keep the faculty leader apprised of current enrollment and will monitor all the necessary paperwork required for students to study abroad.

Step 15: Pre-Departure Session for Students
- Study Abroad will offer individual Safety and Security Pre-Departure Session in conjunction with the faculty. Month of April (1 to 2 months)

Step 16: At the end of your program
- Submit your grades
- Turn in FLSA Expense Detail Report and receipts to the Study Abroad Office within 15 days of returning to the U.S. Within the 60 days it can be treated as taxable income.

Step 17: Returning to Gonzaga [Program Assessment]
- Complete the Faculty-Led Survey. Give us feedback on your study abroad program! This helps us learn more about what works and what doesn’t.