FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL PROCESS (CREDIT-BEARING PROGRAMS):

1. **academic representative meets with OIS to discuss procedures**

2. **academic representative prepares program proposal**

3. **proposal is routed to Department for review and approval**

4. **proposal is routed to College/School for approval**

5. **OIS reviews proposal**

   a. **completed new proposals and repeat proposals with significant changes are submitted to IIC for approval**
   b. **repeat proposals, with no significant changes, are approved by OIS and program promotion begins**
   c. **incomplete proposals returned to individual for revisions**

   i. **approved proposals routed to the VP of Enrollment & Retention Management for review**
   ii. **affiliation agreement or contract is drafted, reviewed by OGC & signed (if needed) and OIS completes new program checklist**
   iii. **approved proposals routed to Provost for approval**

   a. **affiliation agreement or contract is drafted, reviewed by OGC & signed (if needed) and OIS completes repeat program checklist**
   b. **proposals not approved are returned to the academic unit with an explanation**