



**START HERE**

**Evaluate the program concept: 18-12 months in advance**

Is the program academically grounded, financially viable, and safe for students and faculty?



**Submit a Preliminary Proposal for Faculty-Led International Programs** before proceeding to more detailed program development.

*Why? To ensure faculty resources and campus support are in place; to ensure student safety; to confirm compliance with CSU and campus policies, and to support the development of new programs with expertise, resources, and best practices.*

Receive feedback from Study Abroad Advisory Committee; integrate feedback into development stage 

*The result: A successful, ongoing program with a positive reputation; an international learning opportunity that transforms students and strengthens intercultural understanding while building discipline-specific knowledge.*

**CSU, Chico  
Regional & Continuing  
Education**

**Program development: 11-8 months in advance**

Define content, create a schedule, finalize budget and fees, confirm travel & housing arrangements and agreements, etc.



*Program Development Checklist  
Special Session Course Proposal  
Program Budget  
Application packet*

**Final Proposal for Faculty-Led International Programs** submitted to Study Abroad Advisory Committee 

**Evaluate the program: within 30 days of program end**

Submit grades and travel claim; assess program outcomes and identify quality improvements



*Travel claim  
Program summary report*

**Deliver the program**

Arrive on site with or in advance of students, conduct on-site orientation, conduct the program, respond to any emergencies; collect student evaluations at the end of the program.

*Safe travels, outstanding learning, and students transformed!*

**Self-Support Faculty-Led  
Study Abroad  
Program Development  
Process Overview  
and Timelines**

**Prepare students: 60-30 days in advance**

Student orientation; all required documentation on file; pre-departure class meetings.

**Work the plan: 8-2 months in advance**

Advertise course & recruit students; make final preparations and confirm arrangements.

Review applications, confirm travel arrangements and logistics; attend faculty orientation; emergency action plan established