UGA Faculty-Led

Study Abroad Program Planning Workflow

1. Program must go through the annual program planning process. The planning consists of three parts: (1) Academic, (2) Risk Management and (3) Financial. It is conducted via the online GoAbroad Portal.

2. Academic review consists of the following steps:
   a. Program Director or designee compile necessary documentation outlined in the Portal:
      i. Instructional Templates
      ii. Syllabi for all courses to be taught
      iii. Program Daily Itinerary (for programs lasing 8 weeks or less only)
      iv. Course List Questionnaire
   b. Program Director or designee uploads information into the Portal.
   c. Office of Curriculum Systems reviews the documentation. Back and forth communication may take place at this time, if clarifications are needed.
   d. Once OCS approves the academics, they upload finalized documentation into the Portal and forward course information to Unit Head/Director(s) of specific academic courses for their review and approval.
   e. After receiving approval of Unit Head/Director(s), OCS will forward this information to Dean/s of specific academic course for their review and approval.
   f. OCS will notify OIE of the approval received.
   g. OIE places a link to the final OCS documentation on a webpage for Deans.
   h. NOTE: all course changes must be routed through the Portal and OCS for approval.

3. Risk Management Review consists of the following steps:
   a. Program Director or designee provides detailed answers to questionnaires in the Portal
   b. OIE staff review the information and contact Program Director or designee with questions, if needed.
   c. Program Director or designee manages student applications in the Portal forming a group of participants in "Committed" status.
   d. No less than 30 days prior to the program departure, Program Director or designee provides OIE with a final daily itinerary for the program, by uploading it into the Portal.

4. Financial Review consists of the following steps:
    a. Program Director or designee works with their College/Dept. administration and staff to compile the proposed program budget:
        i. Utilize the Budget Template and Instructions provided in the Portal.
    b. Report actual expenses from the previous year's program to OIE in a separate document.
    c. Program Director or designee submits the program budget to the Unit Head/Director and appropriate Dean for their review and approval.
    d. Unit Head/Director & Dean indicate their approval of the program finances on the SA Program Preliminary Budget Approval Form (available in the Portal).
    e. Program Director or designee uploads necessary documents into the Portal:
        i. The SA Program Preliminary Budget Approval Form signed by Unit Head/Director and Dean
        ii. Completed Budget Template
        iii. Actual expenses from previous year's program
        iv. Any other relevant information (e.g., vendor agreements, etc.)
    f. OIE staff review the information and contact Program Director or designee with questions, if needed.
    g. OIE staff make a preliminary allocation for the program based on minimal enrollment numbers. A letter is sent to the Program Director or designee, with a copy to the Business Manager listed on the preliminary budget template, Unit Head/Director and Dean.
    h. Program Director or designee, in consultation with the Unit Head/Director and Dean, updates the program budget to reflect the OIE allocation and resubmits an updated budget into the Portal (See the Planning Flowchart for relevant deadlines).
    i. OIE staff review the updated proposed budget and designate it as the Final Approved Program Budget in the Portal.
    j. OIE places a link to the budget on a webpage for the Deans.

5. Overall Dean/s Approval
    a. OIE sends a link to the Dean's page to the College Deans asking to provide an overall approval of the program.
    b. Deans respond to OIE by email.

6. OIE Final Program Approval
    a. OIE generates a Letter of Final Program Approval to Program Director or designee, Unit Head/Director and Dean.

7. OIE sets up Placeholder Courses (SABD) for approved programs with approved program fees/deposit, as indicated on the Final Approved Budget.
    a. OIE communicates to Program Director or designee when the Placeholder Course (SABD) has been set up.
    b. Program Director or designee works with their scheduler to set up Permissions of Department and campuses on Placeholder Course(s) (SABD) and all academic courses.

8. OIE reviews program enrollments. Programs with under enrollments are subject to cancelation.