TYPICAL TIMELINE FOR PROGRAM DEVELOPMENT

This timeline applies to FY16 programs (example below is a Summer II program timeline). If you are proposing a program in a different term, the same timeline applies, but the months/dates will vary.



- •12-15 months ahead (February-June) Consult with Chair/Dean and SAO to identify strong proposal.
- •11-13 months ahead (April-June) Develop and submit proposal.
- •9-13 months ahead (April-August) Proposals reviewed by SAO, Department and College.
- •7-11 months before program start (June-October) Budget development for approved programs.
- •At least 7 months before program start (November) All budgets finalized and all programs open for application.



- •Up to 11 months prior to program start (June), approved programs will appear on SAO's website. No applications are accepted until budget is approved.
- •4-9 months prior to program start (August-February), Faculty Leaders and SAO collaborate on marketing through info sessions, class talks, Study Abroad Fair, posters, etc.
- Applications are accepted and students pay application charge until February 1; Program deposits must be paid by February 15.
- •From February 1 enrollments are evaluated and decisions are made to cancel underenrolled programs. Programs that have met their enrollment target may still accept applicants, based on vendor deadlines, until March 15 at the latest.

Pre-denarture

- •3 months prior to registration (January), faculty submit necessary SA-100 and R-52 forms to SAO for processing. SAO submits documents to IR&E and Registrar for course publication.
- •SAO purchases faculty flights, makes program payments and prepares travel advances.
- •Students apply for financial aid, apply for passports, purchase flights, complete all required documentation (vendor documents, health clearance forms,), apply for visas (as needed), and pay program fee balance.
- •1-3 months ahead (February-April) Students and Faculty are prepared through program-specific and general pre-departure orientations.
- •Students are registered for program courses and are charged UNT tuition.
- Faculty submit final itinerary with complete and updated location and contact details.

Abroad and upon return

- Faculty maintain contact with SAO and follow planned itinerary, notifying SAO of any issues.
- Within 5 days of program end date, faculty submit all receipts for approved expenses to SAO for processing.
- •SAO submits signed travel voucher to BSC and faculty return any surplus program funds to UNT.
- •On return, students complete SAO program evaluations and receive final grades.