

SDCCD International Education Study Abroad Proposal Process

IT IS IMPORTANT TO START THIS PROCESS ONE YEAR PRIOR TO THE PROGRAM'S START DATE.
Program approval, advertisement, and student recruitment takes time.

1

- **Prof:** Contact your campus International Education Coordinator (IEC).
- **IEC & Prof:** Gather study abroad bids from a pre-approved tour operator and select the best bid.

2

- **Prof:** Obtain signatures from your department chair and dean on the "Intent to Lead a Group Abroad" application.
- **Prof:** Submit the application to your campus Int'l Ed / Study Abroad Committee. Attend one of their shared governance meetings, if necessary and/or requested.

3

- **IEC:** Send the faculty member a letter with the committee's decision (approval, notice to resubmit, or denial) and copy the VPI and President. If awarded, detail the professor's duties and responsibilities abroad.
- **IEC:** Submit the study abroad vendor's itinerary and proof of insurance to the district's Risk Management Office and VC of Student Services for approval.

4

- **IEC:** Prepare a Board Agenda for students' international travel.
- **Prof:** Prepare study abroad packets for students that contain: interview questionnaires, student participation agreement, code of conduct Policy 3100, pre-departure orientation information, etc.

5

- **Prof & IEC:** Conduct Study Abroad info sessions and start signing up students
- **IEC:** Collect "Student Information and Release" form and "Student Conduct Release" form from students, available under "Student Forms" on our study abroad websites.

6

- **CO:** Finalize check deposits and students' balance payments.
- **Prof & IEC:** Conduct a mandatory pre-departure meeting with the finalized group of students going abroad.

Key

Prof = Professor / CO = Tour Company / IEC = Int'l Ed Coordinator