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