



**THE CATHOLIC UNIVERSITY OF AMERICA**  
**Center for Global Education - CUAbroad**  
Washington, D.C. 20064  
Tel: 202-319-6010 Fax: 202-319-6673

## **EDUCATION ABROAD PROGRAM DEVELOPMENT TIMELINE**

*The following timeline describes the collaboration between the Education Abroad Program Director & CGE*

### **24 months prior to the program**

- Initial overseas site visit by program initiator (faculty or Center for Global Education staff), ideally in conjunction with other purpose for visit.

### **24-20 months prior to program**

- Discuss & develop program ideas
- Submit a preliminary proposal to Center for Global Education (CGE), including a brief description of the planned program, identification of host institution or agency; a statement addressing how the program will fill gap in existing CUA education abroad opportunities; and a statement of support from Department.
- Establish on-site/agency contacts

### **20-18 months prior to the program**

- Complete and submit the “Education Abroad Course Proposal & Approval” form to CGE. Form available at <http://cuabroad.cua.edu>.

### **18-15 months prior to the program**

- Program approval by CGE
- Confirm on-site contacts/agency affiliation
- Announce program

### **15-12 months prior to the program**

- Course approvals by CGE and the appropriate academic dean; syllabi submitted for all courses
- Produce final brochure & flyer
- Create application materials and procedures, establish eligibility criteria

### **12-6 months prior to the program**

- Advertise program
- Conduct class visits & information sessions
- Distribute and accept applications

### **6-3 months prior to the program**

- Application deadline
- Send acceptance
- Collect program fee deposits
- Finalize program arrangements
- Confirm budget details

### **3-1 months prior to the beginning of the program**

- Confirm program logistics
- Conduct orientation activities
- Send final program-related information
- Make program payments/request advances