Guidelines for Developing a Study Abroad Program

University Guidelines for the Development of New Study Abroad Programming and/or Reauthorization for Continuing Study Abroad Programming: Effective February 1, 2014

The Office of International Affairs (OIA) serves as a university-wide resource for access, administration, development and consultation, implementation, assessment and risk oversight of university study abroad programming. We look forward to assisting each Ohio State college reach its study abroad goals through the development of affordable programming that is of high academic quality and curricular relevance.

The processes for new program approval and reauthorization of continuing programs are designed to promote and maintain the integrity of Ohio State study abroad programming. Before initiating or continuing any study abroad activity, Ohio State faculty and administrators must obtain approval from the department chair (or designee), the college dean or designee and the college fiscal officer.

Effective February 1, 2014, please refer to the following guidelines for the development of new study abroad programming and/or the reauthorization for continuing study abroad programming for the 2014-2015 and 2015-2016 academic years.

New Study Abroad Programming
New study abroad programs are initiated through submission of the Study Abroad Program Proposal Form to the Office of International Affairs. OIA reviews proposals for risk, feasibility and other aspects of implementation. OIA approval is always contingent upon appropriate curricular and fiscal approvals in the sponsoring college. For full consideration and to ensure sufficient time for program development, recruitment and implementation, the Study Abroad Program Proposal Form must be submitted to the Office of International Affairs by the following dates:

- **February 1, 2014**: for May session and/or summer term 2015 programming
- **July 1, 2014**: for autumn semester 2015 (including winter break programming)
- **December 1, 2014**: for spring semester 2016 (including spring break programs and May session programs attached to spring semester courses)

Reauthorization for Continuing Study Abroad Programming
After each program occurrence, the sponsoring academic unit must submit the Continuing Study Abroad Pre-Planning Authorization Form to the Office of International Affairs so that continuing program approval for the following academic year can be considered.

For 2014-2015 continuing study abroad programming, the Continuing Study Abroad Pre-Planning Authorization Form must be submitted to the Office of International Affairs by May 1, 2014.