



Faculty-Led Preliminary Program Planning Checklist

- ✓ Are you an NTT or TT faculty member? (*At this time, Visiting Assistant Professors may not solely lead study abroad programs – there must be a recurring faculty member as the co-lead to submit the program proposal, etc.*)
- ✓ Have you reviewed the program proposal webpage, [here](#)?
- ✓ Does your program proposal meet the requirements for EAC approval? See the rubric, [here](#).
- ✓ Does your program destination have a travel advisory of Level 1 or Level 2? (*Destinations with a Level 3 or higher will NOT be permitted to run*).
- ✓ Will the program be credit bearing? See the guidelines, [here](#). If so, has the course received approval from CEPC?
- ✓ Have you met with your Department Chair to discuss the proposal and obtain their support?
- ✓ Have you reviewed the *Guidelines to Design and Implement Faculty-Led Programs*? See [here](#). Also, please review our 2024-25 Program Implementation Overview document, [here](#).
- ✓ What are your initial program details?
 - Prospective program dates
 - Prospective budget, see template [here](#).
 - Type of accommodations: homestay or hotel
 - Number of participants
 - Will there be a co-lead or chaperone?
 - Other needs, e.g., classroom space, guest lecturers, cultural excursions, meals, in-country transportation, etc.
- ✓ Did you know that our external program partners provide support in developing and implementing customized faculty-led programs? They will provide logistics support at the destination, including accommodations, transportation, excursions, activities, and classroom space, if needed. The partner can also help prepare an initial program budget, and possibly provide student scholarships.
 - ◆ [Arcadia University](#)
 - ◆ [CIEE](#)
 - ◆ [CEA-CAPA](#)
 - ◆ [IES Abroad](#)
 - ◆ [ISEP](#)

NOTE: No program planning services should be rendered by a prospective or current study abroad vendor and/or consultant without a Morehouse-approved contract in place. Please contact OIE (oie@morehouse.edu) should you have any questions.

OIE Financial Support

- Incentivizing Program Development, see [here](#).
- Funding Policy, see [here](#).
- Andrew Young Fund for International Scholars (student scholarship for unfunded faculty-led programs), see [here](#).