



Program Planning Workflow

For UGA Faculty-led Study Abroad and Domestic Field Study Programs

Rev. 4/29/2019

Overview

All programs most go through the annual program planning process via the StudyAway Portal. This process consists of three parts:

1. Academic
2. Risk Management
3. Financial

1. Academic Review

Academic Review consists of the following steps:

- Program Director (or designee) compiles required documentation outlined in the StudyAway Portal

Study Abroad	Domestic Field Study
Academic Information Upload	FSTY Programs – Academic Information Upload
Syllabi Upload	FSTY Programs – Syllabi Upload
Initial Program Travel Itinerary Upload	FSTY Programs – Initial Program Travel Itinerary Upload

- Program Director (or designee) uploads information to the StudyAway Portal
- Office of Curriculum Systems (OCS) reviews the documentation
- Adjustments may be necessary based on feedback/ questions from OCS
- OCS approves the academics
- OCS uploads finalized documentation into the StudyAway Portal
- Academic information is sent to Unit Head/ Director(s) of specific academic courses for the review and approval
- After receiving approval from the Unit Head/ Director(s), OCS will forward this information to the Dean(s) of the specific academic courses for their review and approval
- OCS will notify OGE of the approval received
- OGE places a link to the final OCS documentation on an internal webpage for Deans
- *Please note: all course changes must be routed through the StudyAway Portal for approval*



2. Risk Management Review

Risk Management Review consists of the following steps:

- Program Director (or designee) provides detailed answers to questionnaires on the StudyAway Portal

Study Abroad	Domestic Field Study
General Program Information	FSTY General Program Information
Destination Details: Emergency Services Overseas	FSTY Destination Details: Location and Medical Information
Destination Details: Location and Medical Information	FSTY Destination Details: Contact Information
Destination Details: Overseas Contact Information	FSTY Financial: Petty Cash
Financial: Petty Cash	FSTY Academic: List of Courses
Academic: List of Courses	

- OGE reviews the information and contacts the Program Director (or designee) with questions as necessary
- No less than 30 days prior to the program departure date, the Program Director (or designee) provides OGE with a final daily itinerary for the program
- Each year, the Program Director and all persons of authority for the program are required to attend Risk Management training and provide

3. Financial Review

Financial Review consists of the following steps:

- Program Director (or designee) works with their College/ Department administration and staff to compile the proposed program budget, to report actual expenses from the previous year, and to obtain approval from their College/ Department for their budget
- Program Director (or designee) compiles required documentation outlined in the StudyAway Portal

Study Abroad	Domestic Field Study
Budget Upload	FSTY Programs – Budget Upload



Preliminary Budget Approval Form	FSTY Programs – Preliminary Budget Approval Form
Previous Year’s Actuals	FSTY Programs – Previous Year’s Actuals
(Optional) Vendor Agreements	(Optional) Vendor Agreements
(Optional) Program Provider Agreements	(Optional) Program Provider Agreements

- OGE reviews the information and contacts the Program Director (or designee) with questions as necessary
- OGE makes a preliminary allocation for the program based on the minimum enrollment numbers
- A letter is sent to the Program Director (or designee) with a copy to the Business Manager (listed on the preliminary budget template), the Unit Head/ Director, and the Dean(s)
- The Program Director (or designee) works in consultation with the Unit Head/ Director and Dean to update the budget to reflect OGE allocation and resubmit the updated budget in the StudyAway Portal
- OGE reviews the updated budget proposal and designates it as the Final Approved Program Budget in the StudyAway Portal
- OGE places a link to the final budget on an internal webpage for Deans

After Academic, Risk Management, and Financial Review occurs:

- OGE sends a link to the internal webpage for Deans and asks for Deans to provide an overall approval of the program
- Deans respond to OGE via email
- OGE generates a Letter of Final Program Approval to the Program Director (or designee), Unit Head/ Director(s) and Dean(s)
- OGE reviews program enrollments
 - Programs with enrollments under the minimum enrollment number cited on the final approved budget are subject to cancellation
- OGE activates Placeholder Courses (SABD ##### for Study Abroad programs and FSTY ##### for Domestic Field Study programs) with the approved program fee amount (as indicated on the final approved budget)
 - OGE communicates with the Program Director (or designee) when this placeholder course has been activated
 - The Program Director (or designee) works with their course scheduler to set of PODs (Permission of Department) and campuses on both the placeholder courses (SABD or FSTY) and the academic courses