

General Timeline for Developing and Leading a DU Faculty-Led Domestic Travel Course



| Months out from program start date | Action Item(s) | Responsible Party |
|------------------------------------|---|---|
| 12 months out | <ul style="list-style-type: none"> Finalize program proposals and submit to UAP, including updated syllabus and course dates | Faculty program leader(s) |
| 12 months out | <ul style="list-style-type: none"> Review program proposal and submit to department chair and dean for approval Distribute budget template and guidelines | UAP Assistant Director |
| 10 months out | <ul style="list-style-type: none"> Begin obtaining formal quotes/contracts from education vendors for program. It's recommended that you contact at least 2 companies. Submit estimated budget based on quotes and/or Course Development trip | Faculty program leader(s) |
| 10-9 months out | <ul style="list-style-type: none"> Deadline for program proposals | Faculty program leader(s) |
| 8 months out | <ul style="list-style-type: none"> Create/revise program brochure, flyers, and/or screen advertising | UAP Assistant Director and Program Coordinator |
| 8 months out | <ul style="list-style-type: none"> Budget approval deadline | Faculty program leader(s) with support of UAP staff |
| 8-7 months out | <ul style="list-style-type: none"> Conduct marketing activities, information sessions, and class visits | Faculty program leader(s) with support of UAP staff |
| 7-6 months out | <ul style="list-style-type: none"> Officially list course in PioneerWeb | UAP Assistant Director |
| 6-3 months out | <ul style="list-style-type: none"> Continue marketing and recruitment activities up until registration deadline (see deadlines in Faculty Handbook) | Faculty program leader(s) |
| 6-5 months out | <ul style="list-style-type: none"> Student application deadline Deadline for students to commit to program (1-2 weeks after acceptance notification) | UAP staff |
| 5-4 months out | <ul style="list-style-type: none"> Review enrollment, determine program viability, and cancel under-enrolled programs as needed | UAP Assistant Director |

General Timeline for Developing and Leading a DU Faculty-Led International Travel Course



| Months out from program start date | Action Item(s) | Responsible Party |
|------------------------------------|---|---|
| 5-3 months out | <ul style="list-style-type: none"> Obtain invoices and final contracts from vendors (if applicable) Review invoices and final contracts for accuracy and submit them to Procurement/Contracts for signature and payment. Update Budget and monitor program expenses. Faculty and program leader work with UAP staff to purchase airfare (if applicable) | Faculty program leader(s) and UAP Assistant Director |
| 3 months out | <ul style="list-style-type: none"> Complete disciplinary records check | UAP Assistant Director and Program Coordinator |
| 3-2 months out | <ul style="list-style-type: none"> Conduct at least 1 pre-departure meeting with students | Faculty program leader(s) |
| 3-2 months out | <ul style="list-style-type: none"> Apply for a DU purchasing card (talk to UAP Asst. Director for options) | Faculty program leader(s) |
| 1 month out | <ul style="list-style-type: none"> Submit request for travel advance, if necessary | Faculty program leader(s) |
| 1 month after | <ul style="list-style-type: none"> Submit and process all necessary program receipts through Pioneer Travel and Expense Send any pictures from course to UAP staff for future marketing | Faculty program leader(s) with support of UAP Program Coordinator |