

## **Study Abroad Proposal Submission Process for Faculty Using Curriculog**

- Proposal Approval Deadlines (***earlier submissions are preferred***)
  - Fall course with a January trip, prior March 1
  - January course with a January trip, prior October 1
  - Spring course with a spring break trip, prior October 1
  - Spring course with a summer trip, prior October 1
  - Summer course with a summer trip, prior March 1
- All proposals for new or pre-existing Hofstra faculty-led trips must be submitted by the faculty member running the trip for approval via Curriculog.
- Curriculog submissions require trip description, course description(s), syllabus, tentative itinerary, trip budget (contracts with vendors is a separate approval process through your dean's office).
- If this is a new or significantly revised program, please plan for your proposal timeline; the proposal will need to be reviewed by your school's curriculum committee.