



UNIVERSITY OF  
**CENTRAL**  
**ARKANSAS™**

CENTER FOR GLOBAL  
LEARNING & ENGAGEMENT  
EDUCATION ABROAD

## Short Term Study Abroad Program Returning Faculty Checklist

PHASE I (all documents to be submitted by April 1st):

- Submit Short-Term Program Details form (itinerary and syllabi)
- Submit signed [Short Term Study Abroad Faculty Approval Form](#)\*
- Complete [Faculty Data Form](#)\*
- Read and sign [Faculty Guidelines](#)\*

\*Each faculty member must submit this form individually.

PHASE II:

- Meet with Office of Education Abroad staff to make budgeting decisions.