



Study Abroad Office

ASU Exchange and Study Abroad Program Agreement Approval Process

Step 1 - Program Initiation Request

A request to initiate a new exchange or study abroad program may be made to the ASU Study Abroad Office (SAO), by a faculty member, Department, Center, College or initiated directly by SAO.

Step 2 - New Program Application Packet Distributed

SAO Assistant Director Adam Henry is responsible for Agreements (adam.keith.henry@asu.edu) and distributes the New Program Application Packets (Parts I and II) to the program initiator who must complete Part 1 and also submit Part 2 for completion to the foreign university. In the case that exchange students will come to ASU from the foreign university, the program initiator should also provide them with the *ASU Exchange Program Profile*.

If the program is only for general collaboration, faculty exchange or research, please contact your Dean's office for guidance on initiating an agreement. SAO does not need to review this type of agreement unless student exchange is included.

The program proposal must be reviewed and endorsed by several levels within the academic unit before SAO will consider any requests. The required approvals are indicated on the signature page of Part 1 of the proposal, but please contact Adam Henry if you are uncertain about who has the authority to review proposals in your unit.

Step 3 - New Program Packet Completed

Parts 1 & 2 of the New Program Packet should be returned to Adam Henry in SAO. If they are incomplete, we will contact the program initiator for more information. If they are complete, the packet will be reviewed by the Study Abroad Office leadership team. The program initiator will be invited to meet with SAO if the proposed program needs to be discussed in more detail.

Step 4 - Preparation of Inter-institutional Agreement

Upon approval, Adam Henry will prepare the agreement between ASU and the partner institution, sometimes based on an agreement provided to SAO by the partner. This process may involve detailed negotiations between the partner university, SAO, and ASU's Office of General Counsel (OGC). When the agreement is acceptable to all parties, SAO will facilitate signatures and maintain the original documents on file once it is signed completely.

Step 5 - Implementation

Once the final agreement is signed, SAO staff, the program initiator, and any others who will participate in facilitating the exchange program will meet to prepare necessary materials to implement the program. These include program basics, application materials, web and marketing information. **NOTE: This process can easily take 6 months to a year or more from the time of application to implementation of a program.**