

WU Study Abroad - Faculty-led Program Support



Faculty Leader, Department / School

Faculty Leader

- Develop & Lead Program

Dean/Department Chair

- Program/Course Approval
- Assign six-digit Fund # 202_____

Academic Scheduling:

Scheduling Coordinator

- Course Schedule Approval
- HLC compressed Course Compliance

International Education Committee:

- New Program Approval

Office of International Programs:

Director

- Program Approval
- IE - WTE Scholarship Award Approval
- Faculty travel reimbursement for a NEW program

Study Abroad Coordinator studyabroad@washburn.edu

- Program Development
- Program & Scholarship Application Process

Administrative Assistant

- Application Inquiries
- IE-WTE Inquiries

Business Office: [Faculty Resources](#) see Additional Forms & Info Busn Office Instructions

Bursar

- Program Budget Review
- Post Billable Fees on WU Students' / Participants' Accounts
- Program Account Balance

Finance Office:

Director

- Intl. Wire Transfers
- Banner Finance Access
- 3rd Party Payments
- Reimbursements (exception: One card)

Purchasing Office:

Director purchasing@washburn.edu

- One Card (Departmental & Individual cards)
- Cash Advance
- Purchase Orders

International Education WTE:

<https://washburn.givepulse.com/group/405271-International-Education-WTE>