## Faculty-Directed Program Proposal and Implementation Timeline

### Fall/Fall Break Programs

<table>
<thead>
<tr>
<th>Date (year)</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong> (year before the program)</td>
<td>September 30: Fall/Fall Break pre-proposal applications for new programs due</td>
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<tr>
<td><strong>October</strong> (year before the program)</td>
<td>College committees review Fall/Fall Break pre-proposal applications for new programs</td>
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</tbody>
</table>
| **December** (year before the program) | December 15: Full proposals due for new Fall/Fall Break programs  
December 15: Full proposals due for Fall/Fall Break renewal applications  
College committees review Fall/Fall Break proposal applications for new programs  
Council for Global Engagement reviews Fall/Fall Break proposals for new programs that were approved by college committees |
| **January** (year of the program) | Study Abroad Fair  
February 15: Post-Decision Items due  
- Faculty Expectations signature document  
- Foreign Travel Authorization Form  
- Finalized course syllabi  
- Graduate Assistant form (if applicable)  
- Vendor contracts |
| **March** (year of the program) | March 1: Deadline for Fall/Fall Break student applications  
March 10: Deadline for faculty to review student applications and submit recommendations  
March 15: Final budget  
- Detailed itinerary  
- Pre-departure orientation materials  
- Health, Safety and Risk Management questionnaire  
- Insurance/Funding Questionnaire  
- Compliance and Ethics questionnaire (if applicable)  
March 25: Deadline for students to commit to Fall/Fall Break programs |
| **April-July** (year of the program) | Fall program planning underway |
| **August-December** (year of the program) | Fall programs depart and are running  
Expense reports due within 2 weeks after program returns  
December 15: Full proposals due for Fall/Fall Break renewal programs |
| **January** (year after the program) | Final reports due within 1 month after program returns  
- Post-Program Report  
- Post-Program Summary |
<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Events</th>
</tr>
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</table>
| April         | (year before the program)                 | **April 1:** Spring/Spring Break pre-proposal applications for new programs due  
                |                                            | College committees review Spring/Spring Break pre-proposal applications for new programs |
| June-July     | (year before the program)                 | Faculty directors complete full proposal for new programs and renewals |
| August        | (year before the program)                 | **August 1:** Full proposals due for new Spring/Spring Break programs  
                |                                            | **August 15:** Full proposals due for Spring/Spring Break renewal programs  
                |                                            | College committees review Spring/Spring Break proposal applications for new and renewal programs |
| September     | (year before the program)                 | Council for Global Engagement reviews new and renewal Spring/Spring Break applications that were approved by college committees  
                |                                            | Study Abroad Fair                                                               |
| October       | (year before the program)                 | **October 1:** Spring/Spring Break student application deadline  
                |                                            | **October 10:** Spring/Spring Break faculty deadline to review students and submit recommendation  
                |                                            | **October 15:** Spring/Spring Break Post-Decision Items due  
                |                                            | • Faculty Expectations signature document  
                |                                            | • Foreign Travel Authorization Form  
                |                                            | • Finalized course syllabi  
                |                                            | • Graduate Assistant form (if applicable)  
                |                                            | • Vendor contracts  
                |                                            | **October 25:** Deadline for students to commit to Spring/Spring Break programs |
| November      | (year before the program)                 | **November 15:** Spring/Spring Break Post-Decision Items due  
                |                                            | • Final budget  
                |                                            | • Detailed itinerary  
                |                                            | • Pre-departure orientation materials  
                |                                            | • Health, Safety, and Risk Management questionnaire  
                |                                            | • Insurance/funding questionnaire  
                |                                            | • Compliance and Ethics questionnaire (if applicable) |
| December      | (year before the program)                 | Spring student bills go online                                         |
| January-February | (year of the program)                       | Spring programs depart and are running                                  |
| March         | (year of the program)                      | Spring Break programs depart                                           |
|               |                                            | Spring programs are running                                            |
| April         | (year of the program)                      | Spring Break programs return                                           |
|               |                                            | • Expense reports due within 2 weeks after program returns             |
|               |                                            | • Final reports are due within 1 month after the program returns        |
|               |                                            |   o Post-Program Report                                                |
|               |                                            |   o Post-Program Summary                                               |
| May           | (year of the program)                      | Spring programs return                                                 |
|               |                                            | • Expense reports due within 2 weeks after program returns             |
|               |                                            | • Final reports are due within 1 month after the program returns        |
|               |                                            |   o Post-Program Report                                                |
|               |                                            |   o Post-Program Summary                                               |
# Faculty-Directed Program Proposal and Implementation Timeline

## Summer Programs

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Event</th>
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</table>
| April                     | (year before the program) | April 1: Summer pre-proposal applications for new programs due  
College committees review Summer pre-proposal applications for new programs |
| June-July                 | (year before the program) | Faculty directors complete full proposal for new programs and renewals |
| August                    | (year before the program) | August 1: Full proposals due for new Summer programs  
August 15: Full proposals due for Summer renewal programs  
College committees review Summer proposal applications for new and renewal programs |
| September                 | (year before the program) | Council for Global Engagement reviews new and renewal Summer applications that were approved by college committees  
Study Abroad Fair |
| October-January           | (year before/of the program) | Summer program planning and student recruitment underway  
Study Abroad Fair |
| February                  | (year of the program)   | February 15: Post-Decision Items due  
  - Faculty Expectations signature document  
  - Foreign Travel Authorization Form  
  - Finalized course syllabi  
  - Graduate Assistant form (if applicable)  
  - Vendor contracts |
| March                     | (year of the program)   | March 1: Deadline for Summer student applications  
March 10: Deadline for faculty to review student applications and submit recommendations  
March 15: Post-Decision Items due  
  - Final budget  
  - Detailed itinerary  
  - Pre-departure orientation materials  
  - Health, Safety and Risk Management questionnaire  
  - Insurance/funding questionnaire  
  - Compliance and Ethics questionnaire (if applicable) |
| April                     | (year of the program)   | Summer student bills go online |
| May                       | (year of the program)   | Student bills due  
Summer programs depart and are running  
  - Expense reports due within 2 weeks after program returns  
  - Final reports are due within 1 month after the program returns  
    o Post-Program Report  
    o Post-Program Summary |
| June-July                 | (year of the program)   | Summer programs depart and are running  
  - Expense reports due within 2 weeks after program returns  
  - Final reports are due within 1 month after the program returns  
    o Post-Program Report  
    o Post-Program Summary |
| August                    | (year of the program)   | Summer programs depart and are running  
  - Expense reports due within 2 weeks after program returns  
  - Final reports are due within 1 month after the program returns  
    o Post-Program Report  
    o Post-Program Summary |
|                          | August 15: Full proposals due for Summer renewal applications |