

**Approval Timeline for Faculty Led J-Term, Spring Break and Summer Programs for the
Upcoming Academic Year**

Completed Task	Task	Faculty Led Proposal Timeline
	Attend a CEA Developing Faculty Led Workshop	As Scheduled in October or February
	If presenting a new course to the Department, please follow the Department academic approval process	Per the Department Approval process
	Prepare Faculty Led Proposal and present to Department Chair for Review and Review	Rolling
	Submit Approved Proposal to Dean	Rolling but no later than March 1
	Dean and OSA Review Proposal for Logistics, Costing and Risk Assessment	April 1 – May 1
	Final decision from Dean Sent to Faculty	No later than May 1
	OSA works with Faculty member to prepare marketing, final costing and travel arrangement	May 1 -July 15
	OSA and Faculty to launch promotions using Faculty Announcements, Orientation, Social and University marketing resources (Engage, email, etc.)	July 15- September 1
	OSA to Continue Promotion and Application Management	September - November
	OSA and Faculty to close applications and proceed with Post Application Next Steps	October 1 – December 15
	OSA and Faculty to Schedule Pre-Departure Group Workshop	4 to 6 weeks prior to program departure