

**Faculty-Led Programs**

**2019 Timelines**

*Choose the appropriate program type:*

Winter Session or Spring Break

* [New Program](#_bookmark0)
* [Existing Program](#_bookmark1)

Summer Sessions, Fall Break, or Thanksgiving Break

* [New Program](#_bookmark2)
* [Existing Program](#_bookmark3)

[Program Development Funds Requests](#_bookmark4)

**New Program:**

**Winter Session or Spring Break**

|  |  |  |
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| **Deadline** | **Action** | **Responsible Party** |
| **December 15, 2017***\*Please note that next year’s deadline will be earlier* | New Program Proposal due to CGE | Faculty Leaders |
| **December 16, 2017 –****March 14, 2018** | Crisis and Risk Management review | CRM WorkingGroup |
| GEC review | GEC |
| **March 14, 2018** | Receive new program approval decision | CGE |
| **March 15, 2018** | Winter Session & Spring Break Faculty-Led Program Schedule announced | CGE and GEC |
| **March 16, 2018 –****Early May 2018** | Contract negotiations with providers and/or host universities | Faculty Leaders and CGE |
| Budget development (including Budgetpak) | CGE |
| **Late May 2018** | Bid Waivers for July BOT meeting | CGE |
| **April 2018 –****October 2018** | Marketing and recruiting | Faculty Leaders and CGE |
| **Late August 2018 – Early September 2018** | Flat-rate Form due to Student Accounts & Records and Registration | CGE |
| **October 5, 2018** | Final decisions for which programs will run announced | CGE |
| **October 5, 2018 –****October 31, 2018** | Students enrolled in Winter Session courses on PAWS | CGE |
| Participating students list circulated to CAPS, Disability Services, Dean of Students, and Code of Conduct | CGE |
| **October 5, 2018 –****November 30, 2018** | Faculty Travel Requests submitted | Faculty Leaders |
| **Early November 2018** | Contracts for Faculty Leaders and Chaperones created | CGE |
| Payroll documents submitted | CGE |
| **Late November 2018****– Early December 2018** | Final itineraries and contact information due to CGE | Faculty Leaders and Students |
| **Early December 2018** | Faculty Leaders, Chaperones, and Students enrolled in Geo-Blue | CGE |
| **Mid-December 2018** | Follow-up Crisis and Risk Management review*If needed in light of any changes in risk levels at locations* | CRM Working Group |
| Students enroll in Smart Traveler Enrollment Program (STEP) | Faculty Leaders and CGE |

**Existing Program:**

**Winter Session or Spring Break**

|  |  |  |
| --- | --- | --- |
| **Deadline** | **Action** | **Responsible Party** |
| **February 1, 2018** | Request existing program to be scheduled | Faculty Leaders |
|  | Receive curriculum committee approval (If program previously ran with a Special Topics course code) | SchoolCurriculum Committee |
| **February 2, 2018 –****March 14, 2018** | Crisis and Risk Management review*Working Group will review program location to determine if any new risks have arisen and make a recommendation to CGE/GEC* | CRM Working Group |
| GEC review*GCE will review changes in faculty leaders or significant changes to the program itinerary* | GEC |
| **March 15, 2018** | Winter Session & Spring Break Faculty-Led Program Schedule announced | CGE and GEC |
| **March 16, 2018 –****Early May 2018** | Contract negotiations with providers and/or host universities | Faculty Leaders and CGE |
| Budget development (including Budgetpak) | CGE |
| **Late May 2018** | Bid Waivers for July BOT meeting | CGE |
| **April 2018 –****October 2018** | Marketing and recruiting | Faculty Leaders and CGE |
| **Late August 2018 – Early September****2018** | Flat-rate Form due to Student Accounts & Records and Registration | CGE |
| **October 15, 2018** | Final decisions for which programs will run | CGE |
| **October 15, 2018 –****October 31, 2018** | Students enrolled in Winter Session courses on PAWS | CGE |
| Participating students list circulated to CAPS, Disability Services, Dean of Students, and Code of Conduct | CGE |
| **October 15, 2018 –****November 30, 2018** | Faculty Travel Requests submitted | Faculty Leaders |
| **Early November 2018** | Contracts for Faculty Leaders and Chaperones created  | CGE |
| Payroll documents submitted | CGE |
| **Late November 2018 – Early December 2018** | Final itineraries and contact information due to CGE | Faculty Leaders and Students |
| **Early December 2018** | Faculty Leaders, Chaperones, and Students enrolled in Geo-Blue | CGE |
| **Mid-December 2018** | Follow-up Crisis and Risk Management review*If needed in light of any changes in risk levels at locations* | CRM Working Group |
| Students enroll in Smart Traveler Enrollment Program (STEP) | Faculty Leaders and CGE |

# New Program:

Summer Sessions, Fall Break, or Thanksgiving Break

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| **Deadline** | **Action** | **Responsible Party** |
| **February 28, 2018** | New Program Proposal due to CGE | Faculty Leaders |
| **March 1, 2018 –****April 29, 2018** | Crisis and Risk Management review | CRM WorkingGroup |
| GEC review | GEC |
| **April 30, 2018** | Receive new program approval decision | CGE |
| **May 1, 2018** | Summer Sessions, Fall Break, & Thanksgiving Break Faculty-Led Program Schedule announced | CGE and GEC |
| **Early May 2018** | Budget development (including Budgetpak) | CGE |
| **May 2018 –****February 2019** | Marketing and recruiting | Faculty Leaders and CGE |
| Contract negotiations with providers and/or host universities | CGE |
| **Early September 2018** | Bid Waivers for October BOT meeting | CGE |
| **Late January 2019 – Early February 2019***(tentative)* | Flat-rate Form due to Student Accounts & Records and Registration | CGE |
| **February 15, 2019** | Final decisions for which programs will run announced | CGE |
| **February 15, 2019 –****March 15, 2019** | Students enrolled in Summer Session courses on PAWS | CGE |
| Participating students list circulated to CAPS, Disability Services, Dean of Students, and Code of Conduct | CGE |
| **February 15, 2019 –****April 15, 2019** | Faculty Travel Requests submitted | Faculty Leaders |
| **Late March 2019** | Contracts for Faculty Leaders and Chaperones created | CGE |
| Payroll documents submitted | CGE |
| **April 2019** | Faculty Leaders, Chaperones, and Students enrolled in Geo-Blue | CGE |
| **Early May 2019** | Follow-up Crisis and Risk Management review*If needed in light of any changes in risk levels at locations* | CRM Working Group |
| **Late April 2019 – Early May 2019** | Final itineraries and contact information due to CGE | Faculty Leaders and Students |
| **Week Prior to Departure** | Students enroll in Smart Traveler Enrollment Program (STEP) | Faculty Leaders and CGE |

**Existing Program:**

**Summer Sessions, Fall Break, or Thanksgiving Break**

|  |  |  |
| --- | --- | --- |
| **Deadline** | **Action** | **Responsible Party** |
| **March 15, 2018** | Request existing program to be scheduled | Faculty Leaders |
| Receive curriculum committee approval (If program previously ran with a Special Topics course code) | School Curriculum Committee |
| **March 16, 2018 –****May 1, 2018** | Crisis and Risk Management review*Working Group will review program location to determine if any new risks have arisen and make a recommendation to CGE/GEC* | CRM Working Group |
| GEC review*GCE will review changes in faculty leaders or significant changes to the program itinerary* | GEC |
| **April 30, 2018** | Receive new program approval decision | CGE |
| **May 1, 2018** | Summer Sessions, Fall Break, & Thanksgiving Break Faculty-Led Program Schedule announced | CGE and GEC |
| **Early May 2018** | Budget development (including Budgetpak) | CGE |
| **May 2018 –****February 2019** | Marketing and recruiting | Faculty Leaders and CGE |
| Contract negotiations with providers and/or host universities | CGE |
| **Early September 2018** | Bid Waivers for October BOT meeting | CGE |
| **Late January 2019 – Early February 2019***(tentative)* | Flat-rate Form due to Student Accounts & Records and Registration | CGE |
| **February 15, 2019** | Final decisions for which programs will run announced | CGE |
| **February 15, 2019 –****March 15, 2019** | Students enrolled in Summer Session courses on PAWS | CGE |
| Participating students list circulated to CAPS, Disability Services, Dean of Students, and Code of Conduct | CGE |
| **February 15, 2019 –****April 15, 2019** | Faculty Travel Requests submitted | Faculty Leaders |
| **Late March 2019** | Contracts for Faculty Leaders and Chaperones created | CGE |
| Payroll documents submitte | CGE |
| **April 2019** | Faculty Leaders, Chaperones, and Students enrolled in Geo-Blue | CGE |
| **Early May 2019** | Follow-up Crisis and Risk Management review*If needed in light of any changes in risk levels at locations* | CRM Working Group |
| **Late April 2019 – Early May 2019** | Final itineraries and contact information due to CGE | Faculty Leaders and Students |
| **Week Prior to Departure** | Students enroll in Smart Traveler Enrollment Program (STEP) | Faculty Leaders and CGE |

# Program Development Funds Requests

***(Tentative Schedule)***

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| **Deadline** | **Action** | **Responsible Party** |
| **February 15, 2018** | Requests for travel between July 2018 – July 1, 2019 due to CGE | Faculty Leaders |
| **February 16, 2018 –****March 15, 2018** | Crisis and Risk Management review | CRM WorkingGroup |
| GEC review | GEC |
| **March 15, 2018** | Receive Program Development Funds decision | CGE |
| **Two Weeks After Return** | Post-Travel Assessment Report | CGE |