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Academic Year 2024–2025  
Fall 2024, Spring 2025, Summer 2025

The Program Proposal Form is required for all CWRU credit-bearing, traditional faculty-led study abroad courses that intend to use the full resources of the Office of Education Abroad to support their program. This form, an approved budget, and faculty agreement form must be received and reviewed by the Office of Education Abroad before your course may receive student applications. All completed forms should be submitted to Valerie Ramin ([var26@case.edu](mailto:var26@case.edu)). If you have any questions, please contact [Valerie Ramin](#) at the Office of Education Abroad.

PROGRAM BASICS	
Program Name: .....	
Program Name: Country (UNIV 100)	
Enrollment Term (Program Travel), Student Application Deadline:	
<input type="radio"/> # Fall Semester (Winter Break) Sept. 6	<input type="radio"/> # Spring Semester (Spring Break) Jan. 24
<input type="radio"/> # Spring Semester (May Abroad), Jan. 24	<input type="radio"/> # Summer (May Session), March 15*
<input type="radio"/> # Summer (June, July, August) March 15*	*Students pay additional summer tuition for courses in these terms
PROGRAM LEADERSHIP	
Faculty Leader Name: .....	Title: .....
School/College: .....	Department: .....
Email: .....	Preferred Phone Number: .....
Are you Interested in receiving <a href="#">Terra Dotta</a> training? (yearly refreshers encouraged) <input type="radio"/> #Yes <input type="radio"/> #No	
Co-Leader Name(if applicable): .....	Title: .....
School/College: .....	Department: .....
Email: .....	Preferred Phone Number: .....
Are you Interested in receiving <a href="#">Terra Dotta</a> training? (yearly refreshers encouraged) <input type="radio"/> #Yes <input type="radio"/> #No	
Program Director/Administrator Name (if applicable): .....	
Titl	

Who is facilitating/managing the program in- country?

#Faculty #

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## TIMELINE

Program Travel	Intent to Lead Form	Program Proposal Form	Program Recruitment	Application Deadline	Instruction Term
Winter Break <sup>†</sup> 1.5–2 weeks	March 1	April 1	April–September	Early September	Fall Semester
Spring Break <sup>†</sup> 1 week	July 1	August 1	September–January	Late January	Spring Semester
Spring (May Abroad) <sup>†</sup> 1–2 weeks	July 1	August 1	September–January	Late January	Spring Semester
Summer (May Session)* 3 weeks	October 1	November 1	November–March	Mid-March	Summer Term
Summer* 3–4 weeks	October 1	November 1	November–March	Mid-March	Summer Term

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