



## Intensive Course Abroad (ICA) Proposal Cover Sheet

**ICA Proposal Requirements:** Please submit the documents below in one packet after they are finalized.

- ICA Proposal Form signed by faculty leader, Department Head/Chair, and Dean
- ICA Course Syllabus
- ICA Academic Structure Form
- Program Itinerary
- Program Budget (using ICA Budget Template)
- Program Leader Responsibilities signed by faculty

**Timeline:** ICA proposal packets must be submitted according to following deadlines:

### Fall Break

Proposals: January 15th                      OGE Decision: February 1st                      Student Applications Due: May 1st

### Winter Break

Proposals: May 15th                      OGE Decision: June 1st                      Student Applications Due: Sept. 15th

### Spring Break

Proposals: July 15th                      OGE Decision: August 1st                      Student Applications Due: Nov. 15th

### Summer Break

Proposals: November 1st                      OGE Decision: Nov. 15<sup>th</sup>                      Student Applications Due: March 1st

### Submit ICA Proposals to:

Undergraduate Programs:

Ahaji Schreffler  
Director of Programs, Education Abroad  
ahaji@drexel.edu  
215-895-1704

Graduate Programs:

Lotte Buiting, PhD  
Senior Advisor, Education Abroad  
lbb56@drexel.edu  
215-571-3377