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. 15th
- 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