

## Interterm 2027 Travel Courses

Date	Function	Department	Notes
Fri. Feb 27	Course & syllabus due for a NEW travel course	Faculty, Academic Council	NEW travel course & syllabus <u>must be fully approved in Curriculog</u> by this date
Wed. Jul 1	Approved proposals due <b><u>*Faculty are encouraged to submit approved proposals earlier than this deadline</u></b>	Faculty, CGE	An approved proposal must be submitted to the CGE to begin creating a preliminary budget. <b><u>TCs not meeting this deadline will not continue.</u></b>
Wed. Jul 22	Preliminary Budgets due	Faculty, CGE	Budget must be fully signed off. <b><u>TCs not meeting this deadline will not continue.</u></b>
Fri. Aug 7	Travel course applications go live	CGE	Students will be able to begin applying to approved travel courses
Tues. Oct 6	Participant's application/deposit due	CGE	Participant's application in the Global Gateway
Wed. Oct 7	Travel course cancellation	CGE, SBS	If 10 participants have not deposited, a TC is canceled; participant deposits are refunded
Thurs. Nov 5	Final budgets due	Faculty, CGE	A single per-participant cost is finalized and sent to the Student Business Services office
Thurs. Nov 5	Registration	CGE, Registrar	CGE processes student registration for the TC
Mon. Nov 16	SBS generates billing	SBS	Student accounts are billed final cost
Fri. Dec 4	Final payment due and post-decision requirements for participants	CGE	All application requirements in Global Gateway must be completed, including the final payment receipt

## Summer 2027 Travel Courses

Date	Function	Department	Notes
Wed. Sep 30	Course & syllabus due for a NEW travel course	Faculty, Academic Council	NEW travel course & syllabus <u>must be fully approved in Curriculog</u> by this date
Wed. Nov 25	Approved proposals due <b><u>*Faculty are encouraged to submit approved proposals earlier than this deadline</u></b>	Faculty, CGE	An approved proposal must be submitted to the CGE to begin creating a preliminary budget. <b><u>TCs not meeting this deadline will not continue.</u></b>
Wed. Dec 16	Preliminary Budgets due	Faculty, CGE	Budget must be fully signed off. <b><u>TCs not meeting this deadline will not continue.</u></b>
Thurs. Jan 7	Travel course applications go live	CGE	Students will be able to begin applying to approved travel courses
Tues. Mar 9	Participant's application/deposit due	CGE	Participant's application in the Global Gateway
Wed. Mar 10	Travel course cancellation	CGE, SBS	If 10 participants have not deposited, a TC is canceled; participant deposits are refunded
Tues. Apr 6	Final budgets due	Faculty, CGE	A single per-participant cost is finalized and sent to the Student Business Services office
Tues. Apr 6	Registration	CGE, Registrar	CGE processes student registration for the TC
Tues. Apr 20	SBS generates billing	SBS	Student accounts are billed final cost
Fri. May 7	Final payment due and post-decision requirements for participants	CGE	All application requirements in Global Gateway must be completed, including the final payment receipt