

<p>By the end of the first week of the term*</p>	<p>Faculty member to complete and sign the Supervised Study Form. Send the detailed course outline and the signed form to the appropriate Academic Director for review.</p>
<p>By the end of the second week of the term</p>	<p>Both student and faculty member will be notified by the Department whether the proposal is approved. If it is approved, the Department will update the course status on ACORN.</p>

On the last day of regular classes