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| **Short-Term Program Dates and Deadlines for SUMMER 2020**  **\*for Spring Break 2020 programs - Other process dates may also be pushed up for SB programs.** | | |
| May to July 15 | Individual meeting with CGE | Faculty who are proposing programs for the first time, those who are planning a program in a new location, or those who have not led programs in the last three years must meet with Taryn Roberts, the Interim Director of Study Abroad. |
| August 1 | Program Proposal Deadline  **DUE** | Applications, flyers, and web sites are prepared by the CGE based on this proposal: location, focus and program description on flyer; tentative dates, courses, and costs. |
| September 13 | Fall Directors’ Meeting | CGE staff review procedures with all faculty directors, followed by lunch and advisory discussion with the Directors, International Accounting, and Study Abroad Team. |
| September 16 | Draft of Budget Projection (1)  **DUE** | Directors will be asked to submit a basic budget to begin establishing program costs before the Study Abroad Fair. |
| September 26 | Study Abroad Fair | Major “kick-off “ event for recruiting. Directors are required to attend, as this event not only supports individual programs, but our *Study Abroad Program* as a whole. |
| October 1 | Academic Description Form  **DUE** | Course approvals are due to the CGE with departmental signatures.  Syllabi are required to be sent electronically. |
| November 1 | Application Deadline | Online Application closes at midnight. |
| November 5-18 | Director Review Phase | Directors may begin approving applicants via the Terra Dotta system. Admissions decisions are due by 5pm on the last day of the Review Phase. |
| November 19-22 | Admission Processing | The CGE is preparing student accounts for acceptance, adding deposit charges, and updating post-decision materials. |
| November 23 | Notification of Admissions | Students are notified of admissions and given instructions regarding commitment and deposits ($500 non-refundable). |
| December 2 | Draft of Budget Projection (2)  **DUE**  Online Applications Re-Opens | Tentative program fee will be posted after draft budget is approved. Confirmation of department/college funding should be attached (email/memo from chair/dean).  Students may apply for programs that have not filled. *Prior to this point,* *the term “rolling basis” is not to be broadcast to students so as to encourage timely applications.* |
| December 6 | Commitment and Deposit Deadline | Once notified of admission, students are billed $500 deposit to their MyMadison account. Students may pay the deposit and commit to the program via the Terra Dotta system. These two actions will reserve their space in the program. |
| \*January 14 | \*Final Budget Projection **DUE** for Spring Break Programs | \*SB Programs - Signed budgets routed through the CGE, Provost, and AVP for approvals. |
| February-March | Pre-Approvals Issued | CGE issues travel authorizations (pre-approvals) for all program directors.  Official start and end dates established and distributed to students. |
| February (tbd) | General Study Abroad Orientation | Mandatory meeting for all students and new Faculty Directors. Handbooks and other materials distributed. This is an opportunity for Directors to meet their program group. |
| March 1 | Application Phase Ends | No applications will be processed after March 1. |
| March 15 | Final Deposits Due | All remaining students will be required to commit and make payment by this deadline. |
| March 16 | Final Budget Projection  **DUE**  Program Contact Info  **DUE** | Signed budgets routed through the CGE, Provost, and AVP for Finance for approvals. Budget changes after March 17 are handled by International Accounting.  CGE will be collecting the most up-to-date information regarding director contact details, accommodations, airport pick up procedures, etc. |
| March 16-27 | Program confirmation period | Directors confirm of costs for activities and proposed itinerary for prepayment and, in conjunction with the CGE, make budget changes, determine faculty salary amounts, etc. Meetings with International Accounting staff will be scheduled. |
| April 10 | Supply Purchase Request  **DUE**  Transportation Request  **DUE** | Directors who are purchasing any supplies for their program must fill out the Supply Purchase Request Form to be approved. Any purchases made prior to approval will not be reimbursed.  Directors who wish to request transportation to get to and from the airport for departure must fill out the transportation request form. This form can be completed once airfare has been booked. |