

SHORT-TERM PROCESSING DATES AND DEADLINES FOR SUMMER 2009

July and August	Individual meeting with OIP	Faculty who are proposing programs for the first time and those who have not led programs in the last two years meet with Felix Wang and Jackie Ciccone.
September 1	Promotional Data Request form	Flyers and web sites are prepared by the OIP: location, focus and program description on flyer; tentative dates, courses, and costs to be posted on OIP website.
September 19	Fall Directors' Meeting	OIP staff review procedures with all faculty directors, followed by lunch and advisory panel discussion.
September 25	Study Abroad Fair	Major "kick-off " event for recruiting.
October 1	Academic Description form	Course approval and draft syllabus required for new courses. Peggy Zeh starts working with departments to have courses entered in summer schedule.
November 3	Student application deadline	Standard OIP application form, presented to OIP, JMAC6, Suite 22, by 5 p.m.
November 10-20	Director review phase ends	Donna Sharpes will schedule appointments with directors to review applications and select students for admission.
November 26	Notification of admissions	Students are emailed admissions instructions and charged \$500 non-refundable deposits.
December 1	Draft of Budget Projection	Tentative program fee will be posted after draft budget is approved. Confirmation of department/college funding should be attached (email/memo from chair/dean).
December 12	Intent Form and Deposit deadline	Once notified of admission, students are billed \$500 deposit online and should return signed intent to participate form to reserve their space in the program.
January 8	Freshmen notification	Freshman are emailed admissions instructions and charged \$500 non-refundable deposits.
January (tba)	Study Abroad Expo	"Last Call" for summer program applications.
February 1	Travel authorizations due	OIP issues travel authorizations for all program directors; note--airfare cannot be purchased in advance of 90 days of departure. Official start and end dates established and distributed to students.
March 1	Application phase ends	Absolutely no applications will be processed after March 1.
March (tba)	General Study Abroad Orientation	Mandatory meeting for all students. Handbooks and other materials distributed.
March 15	Final deposits due	Applications received after November 3 will be processed for admission until March 1. Donna Sharpes will coordinate application review. <i>The term "rolling basis" is <u>not to be broadcast</u> to students so as to encourage timely applications.</i>
March 15 - April 1	Program confirmation period	Directors confirm of costs for activities and proposed itinerary for prepayment and, in conjunction with the OIP, make budget changes, determine faculty salary amounts, etc. Meetings with International Accounting staff will be scheduled.
April 1	Final Budget Projection due	Signed budgets routed through OIP, Provost, and AVP for Finance for approvals. Budget changes after April 1 handled by International Accounting.