

Short-Term Program Dates and Deadlines for Winter 2025 Programs

(Subject to change)

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| April to July 15 | <p>Individual meeting with Department/Academic Unit</p> <p>Individual meeting with CGE for new program directors</p> | <p>All faculty should be in conversation with their Department/Academic Unit Head and College Dean prior to submitting a short-term proposal to receive preliminary approval.</p> <p>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 four years must meet with Angeline McMullin, the Associate Director of Study Abroad.</p> |
| August 1 | <p>Program Proposal Deadline</p> <p>DUE</p> | Applications, flyers, and websites are prepared by the CGE based on content provided in the proposal: Information includes location, program description, tentative dates, courses, costs, and much more. |
| September 1 | Student Applications Open | Online application portal opens for 2025 programs. |
| September 3 | <p>Draft ONE of Budget Projection for RETURNING PROGRAMS</p> <p>DUE</p> | Directors will be asked to submit a basic budget to Study Abroad to begin establishing program costs before the Study Abroad Fair. Tentative program fees will be posted after first draft budget is approved. |
| September 12 | <p>Draft ONE of Budget Projection for NEW PROGRAMS</p> <p>DUE</p> | Directors will be asked to submit a basic budget to Study Abroad to begin establishing program costs before the Study Abroad Fair. Tentative program fees will be posted after first draft budget is approved. |
| September 13 | Fall Directors' Meeting | CGE staff review procedures with all directors and co-directors (additional program staff are also welcome). Lunch provided. |
| 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 <i>Study Abroad Program</i> as a whole. |
| October 1 | <p>Course Approval Form</p> <p>DUE</p> | Course approvals with syllabi are due to the CGE with departmental signatures. Syllabi are required to be attached to the electronic signature form. |
| October 7 | Student Application Deadline | Online application for priority deadline closes at 11:59pm for winter programs. |
| October 8-10 | Director Review Phase | Directors may begin approving applicants via the Terra Dotta system. Admissions decisions are due by 11:59pm on the last day of the Review Phase. |
| October 11 | Student Notification of Admissions | Students are notified of admissions and given instructions regarding commitment and deposits (\$500 non-refundable). |
| October 17 | Student Commitment and Deposit | Once notified of admission, students must pay the \$500 deposit to their MyMadison account and commit to the program via the Terra Dotta system. These two actions will reserve their space in the program. |
| October 18 | Online Applications Re-open | Students may apply for Winter Session program that have not filled. Prior to this point, the term rolling basis is not to be broadcast to students to ensure timely applications. |
| October 22 | <p>Draft of Budget Projection (2)</p> <p>DUE</p> | Second draft budget is due based on actual numbers of committed – deposit paid students and projected student enrollment. |
| October 23 - 25 | Pre-Approvals Issued | CGE issues travel authorizations (pre-approvals) for all program directors. Official start and end dates established and distributed to students. |
| October 23 – November 12 | Program Confirmation Period | Directors confirm costs for activities and proposed itineraries for prepayment and, in conjunction with the CGE, make budget changes, determine faculty salary amounts, etc. |
| October 31 | Student Application Phase Ends | Applications will not be processed after October 31. |
| November 7 | Student Final Deposits Due | All remaining students will be required to commit and make payments by this deadline. |
| November 12 | <p>Final Budget Projection (3)</p> <p>DUE</p> | Signed budgets routed through the CGE, Provost, and AVP for Finance for approvals. Budget changes after November 12 are handled by International Accounting. |
| November 20 | General Study Abroad Orientation | Mandatory meeting for all students and Program Directors. |
| December 3 | <p>Supply Purchase Request</p> <p>DUE</p> <p>Transportation Request</p> <p>DUE</p> | <p>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.</p> <p>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.</p> |
| December 10 | <p>Program Contact Info</p> <p>DUE</p> | All program staff must have information entered to program proposals or the travel registry by this point. |