

Short-Term Program Dates and Deadlines for Summer 2026 Programs <i>(Subject to change)</i>		
April to July 15	Individual meeting with Department/Academic Unit Individual meeting with CGE for new program directors	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. 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 watch this info session and then meet with Angeline McMullin , the Associate Director of Study Abroad.
August 1	Program Proposal Deadline DUE	Applications, flyers, and websites are prepared by the CGE based on content provided in the proposal. Information in proposal includes location, program description, tentative dates, courses, costs, and more.
September 1	Student Applications Open	Online application portal opens for 2026 programs.
September 4	Draft ONE of Budget Projection for RETURNING PROGRAMS DUE	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 11	Draft ONE of Budget Projection for NEW PROGRAMS DUE	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	Fall Directors' Meeting	CGE staff review procedures with all directors and co-directors (additional program staff are also welcome). Lunch provided.
September 24	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	Course Approval Form DUE	Course approvals with syllabi are due to the CGE with departmental signatures. Syllabi are required to be attached to the electronic signature form.
November 1	Student Application Deadline	Online application for priority deadline closes at 11:59pm for summer programs.
November 7-14	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.
November 17-19	Admission Processing	The CGE is preparing student accounts for acceptance, adding deposit charges, and updating post-decision materials.
November 20	Student Notification of Admissions	Students are notified of admissions and given instructions regarding commitment and deposits (\$500 non-refundable).
November 21	Online Applications Re-open	Students may apply for Summer 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.
December 4	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.
December 9	Draft of Budget Projection (2) DUE	Second draft budget is due based on actual numbers of committed – deposit paid students and projected student enrollment.
January 5-30	Pre-Approvals Issued	CGE issues travel authorizations (pre-approvals) for all program directors. Official start and end dates established and distributed to students.
January 30	Spring Directors' Meeting	CGE staff review procedures with all directors and co-directors (additional program staff are also invited). Lunch provided.
February 11	Taste of Study Abroad	Final recruitment event for programs still in need of applicants.
March 1	Application Phase Ends	No new applications will be processed after March 1.
March 6	General Study Abroad Orientation	Mandatory meeting for all students and program directors. This is an opportunity for directors to meet with their program directly after the general PDO for program specific information.
March 15	Student Final Deposits Due	All remaining students who were accepted on a rolling basis will be required to commit and make payment by this deadline. <u>No students will be added to programs after this deadline, except waitlisted students.</u>
March 24	Final Budget Projection DUE Program Personnel Info DUE	Signed budgets routed through the CGE, Provost, and AVP for Finance for approvals. Budget changes after April 1 are handled by International Accounting. Names and email addresses of all program personnel must be listed on the budget by this point.
March 25	Waitlist Closes, Waitlist Deposits Due	Any waitlisted student will be required to commit and make payment by this deadline. <u>No waitlisted students can be added after this deadline.</u>

April 9	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 should be completed as soon as airfare has been booked.
April 16	Program Itinerary Info DUE	Final detailed itinerary must be completed in Terra Dotta for emergency and risk management purposes.