

| Short-Term Program Dates and Deadlines for Winter 2026 Programs (Subject to change) | | |
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| 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 includes location, program description, tentative dates, courses, costs, and much 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. |
| 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 10 | Student Notification of Admissions | Students are notified of admissions and given instructions regarding commitment and deposits (\$500 non-refundable). |
| October 13 | 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 16 | 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 21 | Draft of Budget Projection (2) DUE | Second draft budget is due based on actual numbers of committed – deposit paid students and projected student enrollment. |
| October 22 - 31 | Pre-Approvals Issued | CGE issues travel authorizations (pre-approvals) for all program directors. Official start and end dates established and distributed to students. |
| November 1 | Student Application Phase Ends | Applications will not be processed after November 1. |
| November 6 | 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> |
| November 11 | Final Budget Projection (3) DUE | Signed budgets routed through the CGE, Provost, and AVP for Finance for approvals. Budget changes after November 11 are handled by International Accounting. |
| November 12 | 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> |
| December 4 | General Study Abroad Orientation | Mandatory meeting for all students and Program Directors. |
| December 5 | 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. |
| December 9 | Program Itinerary Info DUE | Final detailed itinerary must be completed in Terra Dotta for emergency and risk management purposes. |