

## Short-Term Program Dates and Deadlines for Spring 2025 Programs

(Subject to change)

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 <a href="#">Angeline McMullin</a>, the Associate Director of Study Abroad.</p>
August 1	<p>Program Proposal Deadline</p> <p><b>DUE</b></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><b>DUE</b></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><b>DUE</b></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><b>DUE</b></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 21	Student Application Deadline	Online application for priority deadline closes at 11:59pm for spring break programs.
October 22-24	Director Review Phase	Directors may begin approving applicants via the Terra Dotta system. <b>Admissions decisions are due by 11:59pm on the last day of the Review Phase.</b>
October 28	Admission Processing	The CGE is preparing student accounts for acceptance, adding deposit charges, and updating post-decision materials.
October 29	Student Notification of Admissions	Students are notified of admissions and given instructions regarding commitment and deposits (\$500 non-refundable).
November 8	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.
November 11	Online Applications Re-open	Students may apply for Spring Break programs that have not filled. Prior to this point, the term rolling basis is not to be broadcast to students to ensure timely applications.
November 19	<p>Draft of Budget Projection (2)</p> <p><b>DUE</b></p>	Second draft budget is due based on actual numbers of committed – deposit paid students and projected student enrollment.
December 4-13	Pre-Approvals Issued	CGE issues travel authorizations (pre-approvals) for all program directors. Official start and end dates established and distributed to students.
January 16-26	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.
January 31	Student Application Phase Ends	Applications will not be processed after January 31 (official university add/drop date).
February 3	Student Final Deposits Due	All remaining students will be required to commit and make payments by this deadline.
February 4	<p>Final Budget Projection (3)</p> <p><b>DUE</b></p>	Signed budgets routed through the CGE, Provost, and AVP for Finance for approvals. Budget changes after February 4 are handled by International Accounting.
February 11	<p>Supply Purchase Request</p> <p><b>DUE</b></p> <p>Transportation Request</p> <p><b>DUE</b></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>
February 25	<p>Program Contact Info</p> <p><b>DUE</b></p>	All program staff must have information entered to program proposals or the travel registry by this point.
February 28	General Study Abroad Orientation	Mandatory meeting for all students and Program Directors.