

SHORT-TERM PROGRAM DEVELOPMENT TIMELINE

ACTIVITY	WINTER	SPRING BREAK	SUMMER
Program Development Meeting: Faculty Director (FD) meets with Coordinator in Education Abroad (EA) to discuss program idea, concerns, and questions	2 months to a year prior to proposal deadline		
FD develops tentative syllabus and itinerary	2-6 months prior to proposal deadline		
FD confers with department and college about proposal, including syllabus and course number	1-2 months prior to proposal deadline		
Deadline for submitting program proposal to EA (submitted electronically via MyEA)	March 1		September 15
EA notifies FD of Faculty Advisory Committee decision on proposal (accept, reject, revise and resubmit)	March 15		October 1
Program Planning Meeting: FD meets with EA to cover program planning and logistics	late March		early October
Budget Meeting: EA and FD develop budget and establish program fee based on minimum enrollment	March/April		October/November
FD reviews web brochure content for accuracy	April		November
Applications open on MyEA	May 1		December 1
Marketing and outreach by EA and FD	May-September		December-February
Study Abroad Fair	September		January/February
Student application deadline	October 1		March 1
EA and FD review applications	October 2-10		March 2-10
Decision date (EA notifies applicants of admissions decisions)	October 11		March 11
Deposit due from admitted students	October 18		March 18
EA finalizes enrollment and certifies program as running or canceled	immediately after deposit due date		
FD finalizes program itinerary	October		March
Book accommodations and flights	October-November		March-April
General Orientation (provided electronically via MyEA following admission to program)	October		March
Final admission decision for waitlisted applicants	November 1		April 1

Program-Specific Orientation (conducted by FD and EA)	November-December	November-February	April-May
Vendors provide invoices to EA for payment	November		April
EA registers students in course(s), which triggers charge to student account in Testudo for remainder of program fee	mid November	mid December	mid April
FD submits detailed final itinerary and contact information to EA	December 1		May 1
FD picks up check for cash advance from EA	mid December	mid March	mid May
Final payment due from students	December 20	January 20	May 20
FD communicates safe arrival of staff and students at program site	upon arrival at program site		
FD submits grades via UMEG	within 48 hours of final exam or due date of final assignment		
FD submits receipts to EA	within two weeks of end of program		