

Timeline for international short-term programs

J-term 2010

Date	Responsible party	
Jan - May of year prior to program departure	Program leader (PL)	Program leader discusses program concepts with IEO, his/her department head and dean; Program leader drafts program proposal, course syllabus, itinerary and budget and discusses these materials with IEO Director
End of April of year prior to program	PL	A fairly finalized version of the program description should be presented to the IEO in order to prepare initial program advertising
May - Oct of program year (academic)		Students admitted to programs on rolling basis
Mid-June	PL	Program leader speaks with interested students and finalizes course proposal
July 1	PL	Latest date for Program leader to submit course proposal to his/her collegiate curriculum committee for new course approval See college website for further information
Aug 3	PL	Last day for program leader to submit completed program proposal
1 st wk Aug	IEO	IEO reviews proposal and budget
2 nd wk Aug	IEO	Principal Accounts Specialist dialogues with Program leader to answer specific budget questions
Aug 17-21	PL	IEO provides Program leader a completed Proposal for Special Credit Registration (PSCR) (including final budget). Program leader obtains approval signatures from his/her dean and department head, and returns document to IEO Account Specialist

Aug 24-28	IEO	IEO Account Specialist completes PSCR signature process with IEO Director, VCAA, and Board of Regents
Aug 31	IEO	IEO sends cost estimate sheets to financial aid. IEO finalizes program advertising (IEO website and brochures) and provides electronic copies to Program leader
Aug/Sept/Oct	PL	Program leader recruits participants through information sessions, classroom presentations, contacting professional colleagues, departmental information distribution, etc.
Sept 17	PL	Program leader participates in fall Study Abroad Fair
Oct 16	Student	Last date for student to apply for May/Summer UMD short-term programs
Oct 19	IEO	IEO notifies Program leaders if minimum program enrollment has not been met (first notification)
Feb 26	IEO	Last date for IEO to send conditional acceptance to students (this is done on a rolling basis). IEO submits student data to Counseling Services and Office of Student and Community Standards
Nov 2	PL	Last date for program leader to notify IEO of acceptance of program participants (Program leader reviews applications in IEO on a rolling basis)
Nov 6	IEO	IEO notifies Program leader of need for program cancellation due to low enrollment
Nov 9	IEO	IEO creates study agreement data file
2 nd wk Nov	PL	Program leader holds first mandatory program orientation. IEO staff assists by providing information on academic processes, registration and risk management issues (this date may be adjusted due to Spring Break)
Nov 16	IEO	IEO begins preparation of individual study abroad financial aid forms (cost estimate sheet, Study Abroad Agreements and Revision Requests)
Dec 1	IEO	IEO begins registration process and financial aid process
Dec 2	IEO	IEO registers students and Program leader for international health insurance

Nov 30-Dec 4	PL	Program leader holds second mandatory orientation
Early to mid-Dec		UMD student accounts automatically billed for balance of program fee
Dec 12		Last date for 3-week long program to leave
Jan 17		Last possible return date

Post program follow up

Within two weeks of program end date	IEO	IEO sends program evaluations to students
Within 15 days of program end date	PL	Program leaders who have received cash advances must submit cash advance documentation to IEO if applicable. If Program leader has neither submitted documentation to IEO nor contacted Account Specialist to arrange an extension, advance will be collected from their paycheck(s) in about 30 days from end date
Within 30 days of program end date	IEO	IEO submits cash advance reconciliation to Business Office