

## Timeline for international short-term programs

### May and Summer Session 2009

Date	Responsible party	
May-Sept 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 August 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
Sept-March of program year (academic)		Students admitted to programs on rolling basis
Mid-Sept	PL	Program leader participates in fall study abroad fair, speaks with interested students and finalizes course proposal
Oct 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
Nov 1	PL	Last day for program leader to submit completed program proposal
1 <sup>st</sup> wk Nov	IEO	IEO reviews proposal and budget
2 <sup>nd</sup> wk Nov	IEO	Principal Accounts Specialist dialogues with Program leader to answer specific budget questions
Nov 17-24	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

Nov 24-26	IEO	IEO Account Specialist completes PSCR signature process with IEO Director, VCAA, and Board of Regents
Dec 1	IEO	IEO sends cost estimate sheets to financial aid. IEO finalizes program advertising (IEO website and brochures) and provides electronic copies to Program leader
Dec/Jan/Feb	PL	Program leader recruits participants through information sessions, classroom presentations, contacting professional colleagues, departmental information distribution, etc.
Feb 12	PL	Program leader participates in spring Study Abroad Fair
Feb 20	Student	Last date for student to apply for May/Summer UMD short-term programs
Feb 21	IEO	IEO notifies Program leaders if minimum program enrollment has not been met (first notification)
Feb 27	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
March 6	PL	Last date for program leader to notify IEO of acceptance of program participants (Program leader reviews applications in IEO on a rolling basis)
March 10	IEO	IEO notifies Program leader of need for program cancellation due to low enrollment
March 12	IEO	IEO creates study agreement data file
2 <sup>nd</sup> wk March	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)
March 22	IEO	IEO begins preparation of individual study abroad financial aid forms (cost estimate sheet, Study Abroad Agreements and Revision Requests)
April 1	IEO	IEO begins registration process and financial aid process
April 2	IEO	IEO registers students and Program leader for international health insurance

April 6-10	PL	Program leader holds second mandatory orientation
Mid-April		UMD student accounts automatically billed for balance of program fee
May 18		May session begins
June 5		3 week program ends

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