Short-Term Program Planning Calendar  
Academic Year 2015-2016  
SPRING BREAK

*Faculty should adhere to the following defined Spring Break term to schedule their short-term program dates, as it impacts One Stop processes for add/drop, refund and census dates. The program does not need to run for the whole term, but it must fall within the session dates.  

**Spring Break 2016**  
March 14–18, 2016

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**September 2015**
- Start planning Short-Term Spring Break 2015 Programs  
- Secure approval from Department Chair and Dean to offer program

**October 1-7, 2015**
- Discuss schedule of activities and preliminary budget with the Vice Provost  
- Any changes to the previous year’s activities should be highlighted  
- Any changes to the activities after the initial approval must be re-approved

**October, 2015 – February, 2016**
- Promote program and recruit students  
- Undergraduate students must complete a Disciplinary Clearance Form prior to beginning the application process. The Office of Student Conduct, Rights and Responsibilities (OSCRR) will grant disciplinary clearance enabling students to advance in the application process.  
- Request for and receive training for Purchasing Card if needed  
- Complete Direct Deposit Authorization form for travel advance and out-of-pocket reimbursements  
- Set accurate program fee

**January 11, 2016**
- Submit budget and detailed program of activities for approval by the Vice Provost  
- Expenditure requests including hotel deposits and program-related contracts must be approved by the Vice Provost and processed through the Manager of Operations

**February 1, 2016**
- Preliminary list of students due to the Center for Global Education (CGE)

**February 2, 2016**
- Submit final budget to the Manager of Operations

**February 8, 2016**
- All student compliance forms due to CGE

**February 8 – 12, 2016**
- Request and obtain approval of travel advance through Concur if needed  
- Meet with the Vice Provost for Faculty/Staff Orientation  
- Schedule Pre-Departure Orientation for students

**February 26, 2016**
- Deposit due for confirmed student participants

**February 29, 2016**
- Student registration for Spring Break  
- Submit final list of students to CGE

**March 4, 2016**
- Spring Break tuition and/or program fee due for all students participating in program

**March 7, 2016**
- Final itinerary/detailed schedule and Emergency Response Plan (ERP)/Emergency Communication Plan (ECP) due

**Upon Arrival**
- Faculty or staff must communicate the safe arrival of all participants by email  
- Hold on-site Orientation

**Upon Return**
- Post-Trip Evaluation submitted to the Vice Provost  
- All expenditures with receipts must be reported through Concur