Short-Term Program Planning Calendar
Academic Year 2015-2016: SUMMER

*Faculty should adhere to the following defined summer terms to schedule their short-term program dates, as it impacts One Stop processes for add/drop, refund and census dates. Your program must start on one of the following start dates below:

**Summer Sessions 2016**
May 23  •  June 13  •  July 5  •  July 25

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**September 2015**
- Start planning Short-Term Summer 2016 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 – March, 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 (OSCCR) 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

**February 29, 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 by the Manager of Operations

**March 4, 2016**
- Preliminary list of students due to the Center for Global Education (CGE)

**March 14, 2016**
- Deposit due for confirmed student participants

**March 28, 2016**
- Final budget submitted to the Manager of Operations

**April 4, 2016**
- Submit final list of students to CGE

**April 11, 2016**
- All student compliance forms due to CGE

**April 11 – 15, 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
- Student registration for Short-Term Summer Programs

**May 1, 2016**
- Summer tuition due for all students participating in program

**May 2, 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 and hold on-site orientation

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