



APPROVAL PROCESS AND CALENDAR FOR SHORT-TERM INTERNATIONAL PROGRAMS RUNNING IN AY 2019-20

- Completed program proposals must be submitted to the Dean of International Studies, Harkins Hall 215. They must have the approval and signature of the department chair and the respective School Dean.
- Proposals are reviewed by the International Programs Advisory Committee (IPAC). Faculty leaders are invited to attend the Committee review of their proposed program. IPAC then votes on a recommendation to the Provost.
- The Provost reviews the Committee's recommendation and issues a final decision as to College approval of the program.
- **Note:** Program proposals that include a new course must first go through the new course approval process, as mandated by the Faculty Senate. Program proposals will only be considered following College approval of the new course. In lieu of a new course proposal, faculty may want to consider using a departmental *Special Topics* course listing to expedite the review and approval process.

KEY DATES FOR SHORT-TERM INTERNATIONAL PROGRAMS RUNNING IN AY 2019-19:

	JANUARY 2020	SPRING BREAK 2020	MAYMESTER 2020	AUGUST 2020
PROPOSAL DEADLINE	DECEMBER 15, 2019	FEBRUARY 15, 2019	MARCH 15, 2019	MARCH 15, 2019
PROPOSAL REVIEW & RECOMMENDATION	FEBRUARY IPAC MEETING	MARCH IPAC MEETING	APRIL IPAC MEETING	APRIL IPAC MEETING
DETERMINATION OF PROGRAM COST	MARCH 2019	APRIL 2019	MAY 2019	MAY 2019
NOTIFICATION OF DECISION	MARCH 2019	APRIL 2019	MAY 2019	MAY 2019
RECOMMENDED PROGRAM INFORMATION SESSION	STUDY ABROAD FAIR: <i>Tentative:</i> SEPTEMBER 23 FROM 6-8	STUDY ABROAD FAIR: <i>Tentative:</i> SEPTEMBER 23 FROM 6-8	STUDY ABROAD FAIR: <i>Tentative:</i> SEPTEMBER 23 FROM 6-8	STUDY ABROAD FAIR: <i>Tentative:</i> SEPTEMBER 23 FROM 6-8
STUDENT APPLICATION DEADLINE AND DEPOSIT DEADLINE	OCTOBER 15, 2019	OCTOBER 15, 2019	FEBRUARY 15, 2020	APRIL 15, 2020
STUDENT DEADLINE FOR: FULL PAYMENT OF PROGRAM FEE; WAIVER; FLIGHT INFORMATION; INEXT PAYMENT; COURSE REGISTRATION (IF APPLICABLE)	DECEMBER 15, 2019	FEBRUARY 15, 2020	APRIL 15, 2020	JUNE 15, 2020

*Faculty leaders may set earlier deadlines for students. Extensions to the deadline will be made at the discretion of SCE, where applicable, and the Dean of International Studies.