

Faculty-Led Study Abroad Program Deadline Policy for the College of Arts and Sciences

The purpose of this policy is to standardize the dates by which the College of Arts & Sciences makes final approvals or cancellations of faculty-led study abroad programs.

All faculty-led study abroad programs should have firm payment dates, so that the college can determine if a program has sufficient enrollment. The college approves each program at the start of the Fall term, with the expectation that the program director will work with Study Abroad Programs on recruitment.

In the Spring term, the college will ensure that each program has enrolled enough students to travel. **A program may be cancelled if fewer than 9 students have paid at least half of the program fee by the following dates:**

- **March 15** for Maymester programs, and
- **April 15** for Summer programs.

In a case where two program directors are leading a program and students are enrolling in only one course, then the threshold is 15 students. The same threshold of 9 students applies to a program with two program directors if students are enrolling in two courses.

Students may use IEF or GES scholarship notification as proof of payment, in addition to actual payments toward the program balance. Program Directors are discouraged from offering any refunds to students who drop out until after the program has occurred, and the agency account is fully reconciled (all expenses are paid and no more than 5% remains to carry forward).

Programs that do not have this minimum number of students can appeal with the justification for an extension. Appeals will be considered on a case-by-case basis by the college international coordinator.