

# Commonwealth University Handbook and Procedures for Faculty-Led Programs



As of 6/8/2026

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## **Introductory Material**

### **Purpose**

This handbook has been designed to provide information about how CU Faculty-Led Programs must be administered—from proposal to end. These procedures will apply to all aspects of Faculty-Led Study Abroad Programs (FLPs).

Adherence to these requirements increases the likelihood of a positive experience for faculty and students. Successful programs mean the Center for Global Engagement (CGE) not only helps facilitate rich international experiences for students, but it prioritizes student health and safety. Compliance with CGE procedures and deadlines also helps to protect both the University and individual faculty leaders from legal and financial liability.

All faculty proposing or leading a Faculty-Led Study Abroad Program must fully comply with all university procedures and CGE deadlines for programs to run. Failure to follow CGE procedures or timelines may result in denial, delay, or cancellation of a program.

These guidelines will also assist CU with the following:

1. Providing accurate data to both PASSHE and the Institute for International Education (IIE) in their annual requests for information related to international experiences;
2. Providing timely and effective responses to campus officials, parents, and/or media in the event of an emergency (natural, terroristic, criminal, and/or medical);
3. Strategizing/optimizing the faculty-led study abroad options at any given time via rotation of programs, combination of efforts across disciplines, etc.
4. Promoting CU international programs on campus and at all PASSHE institutions.

## Key Words and Phrases

- PASSHE - Pennsylvania State System of Higher Education
- APSCUF - Association of Pennsylvania State College and University Faculties
- BOG - Board of Governors of PASSHE
- CoT - Council of Trustees
- CU - Commonwealth University
- UCC - University Curriculum Committee
- CGE - Center for Global Engagement
- FLP - A course created and led by a faculty member that takes place primarily in another country. These courses are (generally) short-term in nature.
- Director - Director of the Center for Global Engagement.
- Faculty Leader - The professor responsible for teaching and managing a course abroad.
- Program Fee - Cost of travel, hotel, meals, admission to museums and any other costs related to the program.
- Travel Provider or Study Abroad Provider – Independent organizations which operate similarly to travel agencies that facilitate study abroad programs.
- Available University Blanket contracts - Contracts already in place.

## Timelines for Establishing a Faculty-led-Program

### New Summer Programs:

- Orientation with CGE must occur by March 1<sup>st</sup> of the year prior to the planned program.
- Proposal with Approval Packet is due September 1<sup>st</sup> of the year prior to the planned program.

**Example:** A faculty member is planning a new program that takes students to New Zealand in May/June of 2030. By May 1, 2029 that faculty member must complete their orientation meeting with CGE. This meeting, along with subsequent communications and consultations with CGE, will enable the faculty member to create their proposal. The fully developed proposal must be completed by September 1, 2029.

### New Spring Break Programs:

- Orientation with CGE must occur by March 1<sup>st</sup> of the year prior to the planned program.
- Proposal with Approval Packet is due September 1<sup>st</sup> of the year prior to the planned program.

**Example:** A faculty member wants to start a new program that takes students to Italy in May and/or June of 2030. By March 1, 2029, the faculty member must complete their orientation meeting with CGE. This meeting, along with subsequent communications and consultations with CGE, will enable the faculty member to create a proposal. The fully developed proposal must be completed by September 1, 2029, to give faculty ample time to recruit students.

### Established Summer Programs:

- Orientation with CGE must occur by June 1<sup>st</sup> of the year prior to the planned program.
- Proposal with Approval Packet is due September 1<sup>st</sup> of the year prior to the planned program.

**Example:** A faculty member has been taking students on a Scotland FLP regularly. They'd like to repeat this course during May or June of 2030. By June 1, 2029 that faculty member must complete their orientation meeting with CGE. This meeting, along with subsequent communications and consultations with CGE, will enable the faculty member to create their proposal. The fully developed proposal must be completed by September 1, 2029.

### New Winter Programs:

- Orientation with CGE must occur by September 1<sup>st</sup> of the year prior to the planned program.
- Proposal with Approval Packet is due February 1<sup>st</sup>.

**Example:** A faculty member wants to start a new program that takes students to France in December 2030 and January 2031. By September 1<sup>st</sup>, 2029 that faculty member must complete their orientation meeting with CGE. This meeting, along with subsequent communications and consultations with CGE, will enable the faculty member to create their proposal. The fully developed proposal must be completed by February 1, 2030.

**Established Winter Programs:**

- Orientation with CGE must occur by January 10<sup>th</sup> of the year prior to the planned trip.
- Proposal with Approval Packet is due March 15<sup>th</sup>.

**Example:** A faculty member has been taking students on Costa Rica FLP regularly. They'd like to repeat this trip during December 2030 and January 2031. By January 10, 2030, that faculty member must complete their orientation meeting with CGE. This meeting, along with subsequent communications and consultations with CGE, will enable the faculty member to create their proposal. The fully developed proposal must be completed by March 15, 2030.

**Orientation with CGE**

Faculty interested in leading a faculty-led program (FLP) must schedule an orientation meeting with the CGE Director or Associate Director to discuss an overview of the FLP proposal process, including the approval packet, and ask questions

This orientation is also an opportunity for faculty to discuss preliminary details of their plans, including but not limited to program length, academic term, course plans, budget, and whether you will rely on a travel service for all arrangements (e.g., travel, lodging, events, in-country transportation, etc.) or if your program will be "a la carte," i.e., you plan to handle all arrangements yourself should your program qualify be permitted to "a la carte."

**As noted above, this orientation meeting must occur 15 months prior to expected departure (a new program) and 12 months prior to departure if faculty are planning to lead an existing program, so they have enough time to plan a program and submit a fully developed proposal.**

## **Program Planning and Academic Considerations**

Planning a study abroad program requires faculty leaders to extend well beyond traditional course planning and assume a variety of responsibilities abroad, including those of coordinator, counselor, crisis manager, first-aid administrator, and educator. Faculty leaders should possess both travel and cultural experience within the region of the proposed program, as well as strong leadership and interpersonal skills.

International academic planning requires professors to think innovatively and consider the environment in which students will be learning abroad. Consider the location and whether the students will be in a classroom, outside, or part of a traveling program. It is also important to consider the amount of reading and the type of assignments that will be required.

*What is the best location for this program and academic discipline?*

Consider academic appropriateness, demand for the location, the cost of living, the exchange rate, visa requirements, the cost of travel to/from the country.

*What is the length of the program?*

Typical summer study abroad programs with 2-3 in-country weeks and offer 3-6 credits, but this usually includes contact hours before and after the travel. Other shorter programs (1-2 weeks) offer 3 credits. If planning a summer program, check the CU summer session schedule and try to align the program dates so that students can take on-campus and on-line classes as well. Also, try to keep in mind the host country's peak travel season, weather, and holidays.

Some students prefer to go early in the summer or later (as opposed to in the middle), so that they can pursue jobs, internships, and other activities during the summer. FLPs during Winter Intersession and Spring break are also feasible, depending on the type of course you teach.

*Will your program compete with an existing CU FLP?*

Check with Global Engagement to ensure a similar program does not already exist, which could hinder your ability to recruit students.

*Is your program affordable?*

Experiences show that \$1,500-\$1,750 per week (including airfare and program fee) is the breaking point for PASSHE students.

## **Course Offerings and Requirements**

All CU-sponsored faculty-led programs must be credit-bearing. Faculty may only propose courses that are already a part of the current curriculum (as approved by the Department Chair). New, selected topic and one-time-only courses shall follow the University Curriculum Committee's routing procedure and appropriate deadlines, prior to submitting a FLP proposal to CGE.

To create a new program, a course initiation form must be completed and filed with the University Curriculum Committee (UCC). Further information on creating new courses is available online on the Curriculum Committee website (<https://www.commonwealthu.edu/offices-directory/academic-affairs/curriculum-committee>). This procedure only needs to be done once, as programs that repeat will automatically carry over from year to year.

### **Study Abroad Program Providers vs. “A La Carte”**

Faculty leaders have two choices when planning a study abroad short-term program, depending on the nature of their program: 1) partner with a travel provider, or 2) go “a la carte” and personally arrange all the travel, lodging, and experiences.

The advantages of using a provider are many: they can arrange all aspects of the program, including transportation, lodging, reservations, health insurance, museum tickets, day and overnight tours, and classroom facilities. In addition, travel providers have contacts, in-country staff and are ready to offer additional support and assist students and faculty in the event of an emergency. This frees the faculty leader to concentrate on academic content.

The main disadvantage to using a provider is a charge for their services, which can increase the program cost, though they typically offer a free ticket to the faculty. The provider’s fee is usually determined after submitting a proposal outlining the course duration and objectives. The fee can usually be negotiated if there are a minimum number of participants, usually 10-12 students, although the course is only permitted to “go” with 12 participants. Professors who have used these services in the past have found them to be very helpful, as they minimize stress and worry.

PASSHE has blanket contracts with various travel providers available to CU faculty (see link below). Faculty may contact any of the vendors and give them their wish-list. The selected provider then creates a proposal - an itinerary and estimated program costs - including, airfare, food, and lodging, etc. Contracted providers (as of 2/6/2026) include WonbyOne to Jamaica, ANGLO Educational Services, Amizade, Omega World Travel, ScholarTrip, WorldStrides, and EF International (<https://passhe.sharepoint.com/sites/Procurement/SitePages/TRAVEL-MANAGEMENT.aspx>).

“À la carte” programs, on the other hand, require faculty not only to teach, but also to assume responsibilities typically associated with travel coordination. Faculty members are responsible for obtaining all necessary invoices and contracts and must share this information with the Director of CGE before the program is approved, so that assistance and approval may be obtained from Procurement and Accounts Payable. Due to increased risks, liability concerns, and other related factors, the CGE **strongly** discourages “à la carte” programs. Depending on the itinerary and activities involved, the CGE will not support proposals that involve travel to multiple countries.

## **Instructions for Submitting Proposal and Approval Packet**

After having had an orientation meeting with the CGE staff, complete, sign, and submit the FLP Proposal and Approval Packet (Appendices A, B, and C) via **DocuSign** to the following stakeholders: Department Chair, Dean, the Director of the CGE, and Provost for final approval. The FLP proposal packet includes:

- Appendix A – Faculty-Led Program Approval Form (attach confirmation of course approval from the UCC)
- Appendix B – Program Itinerary, including flight information, accommodation details, and daily activities.
- Appendix C – Budget Spreadsheet (attach contracts/arrangements with all vendors).

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### **Appendix A: Approval Form**

This form is straightforward. It includes the faculty leader contact information, course details (course title, code, and number of credits), justification for teaching the course abroad, and the required signatures (faculty, Chair, Dean, Director of CGE, and Provost). Appendices B and C (available at the end of this handbook) accompany this form as part of the FLP proposal packet. Proposals missing any of the appendices will not be considered.

### **Appendix B: Itinerary**

The CGE understands that a finalized itinerary, including flight numbers and planned activities might not be fully confirmed at the time the FLP proposal is submitted. Faculty may submit a draft. However, once a final itinerary is available, a copy must be provided to both CGE staff and students prior to departure.

Only minor adjustments to the itinerary (e.g., site visits) are permitted after approval. Faculty leaders must notify the CGE staff of any changes before communicating them to students. Significant itinerary changes, such as excursions or stopovers in cities/countries not included in the approved itinerary, are not allowed.

Faculty leaders must depart from and return to a U.S. airport with students, as scheduled. Students who wish to remain abroad after the program ends must complete a release form (Appendix G) and make their own travel arrangements. CU is not responsible for students traveling outside official program dates.

### **Appendix C: Program Budget and Student Payment Plan**

The budget spreadsheet must be comprehensive and include detailed information on all program costs, such as estimated airfare, housing, meals, in-country transportation, and any other anticipated expenses.

Note that invoices, contracts, and/or proposals of vendors facilitating the program must accompany Appendix C. The CGE *strongly* recommends a meeting, between the CGE staff and faculty, to review the Program Budget before the proposal is submitted, in order to avoid delays.

The CGE staff will forward vendor information and contracts to Procurement for review and approval. If proposal and contract meet Procurement's standards, the Director of CGE will sign it and forward it to the Provost for approval.

All signatory parties will receive a signed copy of the FLP proposal via DocuSign. Upon approval, the faculty leader will send the CGE staff a recommended student payment plan, including withdrawal and refund deadlines. Payment plans will have a maximum of **three** (3) installments: One deposit of \$500 (minimum); the second payment shall be enough to cover at least the cost of airfare; and the third and last payment must cover all remaining expenses included in the approved budget.

The above payment plan must align with the contract dates provided by the vendor of their choice. The CGE will then consult with Accounts Payable to determine whether the proposed dates are acceptable and will communicate any necessary updates to the faculty.

Once the payment plan and withdrawal deadlines are finalized, the Billing Office, under the guidance of the CGE, will establish a Marketplace link through which students may begin making their payments.

### **Contracts and Travel Arrangements**

As all vendor agreements and contracts shall be reviewed and approved by the Procurement Office. FLPs will not run without signed contracts between CU and the travel provider.

The CGE highly recommends working with PASSHE-approved vendors, as proposals using them tend to be approved more quickly. In addition, using an approved vendor helps faculty avoid issues with the minimum threshold set by PASSHE and reduces the risk of having to revise their budget proposal.

## **Student Application and Enrollment Process**

### **Selection**

Students must apply online through TerraDotta. The CGE will provide the faculty with a TD link and instructions, once program payment plan has been approved and the Marketplace link has been established. Applications are initially screened by CGE staff, who determine whether students are eligible to study abroad. Final selection, however, is at the discretion of the faculty leader, who may use a first-come, first-serve approach or apply other criteria as outlined in the program's promotional materials, in the event there are too many applicants.

Faculty leaders are responsible for sending the TD application link to their students and following up to ensure they complete all the sections. Faculty are also responsible for notifying students of their acceptance status. Once an official roster of accepted students is finalized, the CGE must receive a copy.

### **Participation Eligibility**

Only enrolled students may participate in FLPs. Students must be in good academic standing with Academic Affairs and Student Life when applying for any study abroad program. This eligibility is verified in TerraDotta. Participants must have a minimum GPA of 2.7; however, faculty may grant exceptions for students whose GPAs fall slightly below this requirement.

There is no limit to summer or other faculty-led program participation. Matriculated students and visiting students from other colleges and universities, who are at least 18 years of age and meet the application requirements, are eligible to apply. High school students may not participate in international programs, including faculty-led and exchange programs.

CU has followed best practices and recommendations from NAFSA, the Forum on Education Abroad, and the PASSHE Legal Team. Accordingly, relatives and friends of faculty leaders, as well as unenrolled student participants, are not permitted to join FLPs due to liability and risk management concerns.

Although participation by non-students is prohibited, university officials understand it can leverage donor travel within faculty-led programs to enhance fundraising efforts and strengthen donor relationships. As such, CU may grant an exception in cases where a program receives substantial support from a specific donor who expresses interest in accompanying the program. The Provost's Office determines whether a donor may be permitted to travel, following consultation with the faculty leader, CGE Director, and the Foundation.

Clear and specific expectations must be established for donors to ensure that their presence does not disrupt the academic program. Donors must not interfere with students' educational experiences or hinder the responsibilities of the faculty leader. Furthermore, donors who are granted such exceptions will bear full responsibility for all associated expenses. For liability purposes, all their fees must be paid directly to the travel provider.

### **Minimum Enrollment**

Note that all FLPs must meet the minimum enrollment number of 12 enrolled students. However, Deans, in consultation with the Provost, may allow exceptions based on the pedagogical needs of the program. If a faculty-led course does not meet the required minimum enrollment of 12 students, the program enrollment deadline will not be extended. Instead, the program will be canceled before applicable deadlines to ensure the university incurs no financial risk.

### **Advertisement and Recruitment**

The faculty leader has primary responsibility for program advertising and recruitment. Examples of promotional activities include creating a website, developing brochures, and organizing information sessions. All promotional materials should emphasize the course, not travel. Publicity materials must clearly state that the program is a course that includes tuition and fees and other associated costs.

Faculty are encouraged to share their promotional materials with the CGE staff, so the office can hang flyers in the office and promote your program during their classroom presentations. However, faculty should run their own informational sessions and presentations, and participate in CU's Study Abroad Fairs which are great recruiting opportunities.

Faculty leaders must refer applicants to Financial Aid regarding questions on aid, loans, and grants. They should also encourage students to apply for PEGs.

### **Cancelling a Program**

In consultation with the Provost's Office, the CGE reserves the right to cancel any faculty-led program due to low enrollment numbers, inability to meet revenue expectations (putting the university at a financial risk), political instability in the host country, disasters (natural or other), and other reasons deemed appropriate.

The faculty leader will notify all students who have applied or paid a deposit (which will be refunded) for the program, as well as those who have inquired about it, that the program will be canceled for the current academic year.

### **Student Registration**

Students are responsible for registering themselves for the course of their FLP. Once the course is posted and open for registration, the faculty leader must notify accepted students and instruct them to enroll. Registration must be completed prior to departure. It is the faculty leader's responsibility to confirm that all accepted students have registered and to notify the CGE of any student who fails to do so. Students who are not officially registered will not be permitted to participate in the travel portion of the course. Students participating in CU's sponsored FLPs do not complete credit transfer/pre-approval forms.

### **Tuition and Fees**

As part of the initial advertising for a FLP, all tuition, program costs, and fees must be clearly stated in writing, including whether prospective students will be required to pay in-state or out-of-state

tuition. Student residency status will be verified by the Student Financial Services Office prior to participation in the program, and students are required to sign the appropriate residency form. Students receiving financial aid are encouraged to consult with Student Financial Services regarding tuition and related program costs. Students participating in CU-sponsored programs are responsible for paying all applicable tuition, fees, and travel expenses directly to CU.

### **Student Expenses**

Students shall not be expected to pay out of pocket expenses for program-related costs unless notified in advance in promotional materials. The following items should be included in the program fee:

- Airfare
- Housing
- Meals
- Ground Transportation
- Entry Fees and Tours, if participation is required
- Visa Fees-if a visa is required, the visa fee must be included in the cost of the program
- Books or Course Materials that must be purchased

### **Pre-Departure Orientation**

Faculty leaders are responsible for scheduling and conducting their own program-specific pre-departure orientation sessions. In addition, all study abroad students, including participants in faculty-led programs (FLPs), are required to attend the CGE's pre-departure orientation. This session covers topics such as passport requirements, culture shock, health and safety issues, the CU Handbook, alcohol and drug use, financial considerations, and general travel tips.

All students participating on CU study abroad programs must register themselves with Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step/> . STEP is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, in another country. This information is provided to them during the CGE pre-departure meeting.

Faculty are also required to register with STEP. This service allows you to enter information about your upcoming trip abroad, so that the Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to receive routine information from the nearest U.S. embassy or consulate, including news on current political climate, weather, and more.

Another topic that must be addressed during orientation is the legal drinking age, which is lower in most countries. In light of the associated risks, faculty leaders shall ensure that alcohol education is included as part of the instruction provided at their pre-departure orientation.

## **Risk Management & Health Safety**

Increasing litigation involving institutions of higher education suggests the need for improved awareness of potential risks associated with FLPs. The guidelines are not intended to eliminate all risk nor cause unreasonable interference with faculty leaders in their attempts to create FLPs. These guidelines cannot adequately define the considerations of risk associated with all university programming, activities, and events. However, reasonable consideration and planning to manage or avoid potential risks associated with programming, activities, and events is the intent of this protocol. Consultation with the Director of the CGE is strongly encouraged.

## **Travel Advisories**

PASSHE universities, including CU, follow U.S. State Department guidelines regarding international travel. CU does not authorize programs in countries with a Level 4 travel advisory (“Do not travel”). In certain cases, programs may be considered in countries with a Level 3 advisory (“Reconsider travel”), depending on the current geopolitical situation. Please consult with the Director of CGE for guidance.

## **Crisis and Emergency Procedures**

In the event of an emergency, the faculty leader shall contact Public Safety as soon as possible. The key points to remember, as a faculty leader, are:

- All responses to a crisis will be governed by the highest concern for the safety and well-being of program participants.
- All reasonable and prudent measures will be taken to safeguard the health and safety of students.
- Decisions regarding future action, notification of students or emergency contacts, program closure, evacuation, etc., will be made primarily by the Director of the CGE in consultation with others as deemed appropriate to the situation such as the Provost, Dean of Students, External Relations and Communications, and the faculty leader.

## **Health Insurance**

All study abroad participants are required to maintain health insurance that provides coverage for medical expenses incurred abroad. Information regarding health insurance requirements for study abroad students is available in TerraDotta. Students must upload proof of health insurance coverage as part of their application process. If a student’s existing insurance policy provides adequate international coverage, it may be used. In some cases, the selected travel provider may include medical insurance coverage for the group, and faculty leaders are responsible for informing students accordingly.

## **Additional Information**

### **Faculty Compensation**

For summer and intersession courses, faculty leaders will be compensated at the same rate of compensation that would apply if they were teaching a domestic course. For courses that are offered abroad during the academic year, faculty members will not receive additional compensation, as they are receiving a salary during this period. Program fees will cover the faculty leaders' airfare, lodging, and most meals (i.e. if student meals are included in their fee and paid for in advance, the faculty leader's meals should be included in the reservation). Faculty leaders are responsible for any other personal expenses including phone calls, internet connections, and meals that are not part of the program package or sponsored by the faculty leader's department.

### **Export Control Regulations**

PASSHE is committed to the principle that teaching, research, and service are conducted openly and without prohibitions or restrictions on the publication and dissemination of the results of academic, scholarly, and research activities. However, Export Control Laws are regulations and federal laws that restrict the transfer of certain materials, technologies, related technical data, and certain services outside the United States in the interest of protecting national security and the domestic economy. In CU faculty-led programs are only conducted in countries that are not subject to export controls. For further information, please see the CGE Director.

## **“Cheat Sheets”**

### **Responsibilities of the Faculty Leader**

- Attend CGE orientation and follow instructions available in this handbook.
- Coordinate program and meet with selected vendor.
- Advertise program and recruit students.
- Maintain regular contact with the CGE.
- Share application information with students.
- Follow up with applicants whose applications are incomplete or missing payments.
- Complete a Travel Authorization Request (TAR) at least three weeks prior to departure.
- Depart with students and remain at the program site until the conclusion of the program and return home with students.
- Communicate any incidents or emergencies abroad to the CGE immediately (during holidays, weekend, or off-hours, contact Public Safety).
- Always be available to students abroad and provide instructions for whom to contact in an emergency.
- If students choose to stay at the site after the close of the program, inform students that they must communicate their intent in writing to you and the CGE. Inform them that they are no longer considered part of a CU program and that they will remain abroad at their own risk (the CGE will then email them a waiver to sign).
- Ensure that the program has an Interpreter/language guide when the program takes place in a non-English speaking country.
- Consult with CGE, if they believe a student must be sent home due to behavioral issues. The student will be responsible for all costs related to early dismissal.
- Inform the CGE if students have personal or health issues.
- Notify CGE that the group has returned home.

### **Responsibilities of the CGE**

- Provide all faculty leaders with an orientation.
- Review FLP proposals and make recommendations to the Provost.
- Serve as a bridge between faculty and Procurement and/or Accounts Payable.
- Display faculty’s promotional materials at CGE.
- Collaborate with Student Accounts to establish a Marketplace link.
- Request a new fund center for new programs.
- Screen and process all applications and support documents.
- Send faculty updates during the recruitment process, so faculty can follow up with students.
- Provide all students with a general pre-departure orientation.
- Monitor travels advisories and health alerts for destinations hosting FLPs.
- Survey students on the quality of services (hotel, transfers, and tours) they received abroad.

**APPENDIX A  
COMMONWEALTH UNIVERSITY  
International Faculty-Led Program Approval Form**

Date of Request: \_\_\_\_\_ Home Campus \_\_\_\_\_  
Name of faculty leader: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Course Title and Code: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date/s of Program: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Type of course: Spring Break \_\_\_ Summer \_\_\_ Other \_\_\_ Please explain: \_\_\_\_\_  
Number of credits: \_\_\_\_\_  
Reason for Program:  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of students participating: \_\_\_\_\_

**Signatures:**

1. \_\_\_\_\_ Date \_\_\_\_\_  
Program Director (Faculty Leader)

2. \_\_\_\_\_ Date \_\_\_\_\_  
Department Chairperson  
Recommend \_\_\_\_\_ Not Recommend \_\_\_\_\_

3. \_\_\_\_\_ Date \_\_\_\_\_  
Dean for the College(s) of \_\_\_\_\_  
Recommend \_\_\_\_\_ Not Recommend \_\_\_\_\_

4. \_\_\_\_\_ Date \_\_\_\_\_  
Director of the Center for Global Engagement  
Recommend \_\_\_\_\_ Not Recommend \_\_\_\_\_

5. \_\_\_\_\_ Date \_\_\_\_\_  
Provost and Senior VP Academic Affairs  
Approve \_\_\_\_\_ Not Approve \_\_\_\_\_

**APPENDIX B-Example Itinerary  
COMMONWEALTH UNIVERSITY**

**Example Itinerary**

<b>Date</b>	<b>Type of Service</b>	<b>Details</b>
Sat 06 Jun 09	<b>Accommodation</b>	1 night, accommodation for 2 a at 3 Star, <b>NH Frankfurt City</b> , Frankfurt; Bed and continental breakfast; for tour director(s) only.
Sun 07 Jun 09	<b>Guide</b>	Half-day guiding – walking tour – of Frankfurt
Sun 07 Jun 09	<b>Accommodation</b>	1 night Accommodation at 3 Star, <b>NH Frankfurt City</b> , Frankfurt. Bed and continental breakfast
Mon 08 Jun 09	<b>Coach</b>	Touring Coach for 2 days – i.e. until arrival in Amsterdam Driver’s lunch allowance included. Driver’s dinner and accommodation on the night of 08 June is not Included and will have to be booked and paid by the group
Tue 09 Jun 09	<b>Guide</b>	Half-day guiding of The Hague
Tue 09 Jun 09	<b>Accommodation</b>	3 nights’ Accommodation at 3 Star, <b>Hotel Casa 400</b> , Amsterdam. Bed and continental breakfast
Wed 10 Jun 09	<b>Guide</b>	Full day walking tour of Amsterdam
Thu 11 Jun 09	<b>Guide</b>	Half-day walking tour of Amsterdam
Fri 12 Jun 09	<b>Transport</b>	Train Ticket from Amsterdam to Brussels – standard class
Fri 12 Jun 09	<b>Guide</b>	Half-day walking tour of Brussels
Wed 17 Jun 09	<b>Coach</b>	Full day excursion to Bruges
Wed 17 Jun 09	<b>Guide</b>	Full day excursion to Bruges
Sun 21 Jun 09	<b>Transport</b>	Train Ticket from Brussels to Paris
Sun 21 Jun 09	<b>Guide</b>	Meet and greet at the station & day panoramic sightseeing tour of Paris
Sun 21 Jun 09	<b>Coach</b>	Meet at the station and half day panoramic sightseeing tour of Paris
Sun 21 Jun 09	<b>Accommodation</b>	3 nights’ Accommodation at 2 Star, <b>Campanile Paris Bastille</b> , Paris. Bed and continental breakfast
Mon 22 Jun 09	<b>Transport</b>	Eurostar ticket from London to Paris – standard class



## APPENDIX C COMMONWEALTH UNIVERSITY Budget Form for Faculty-Led Programs

(see new budget sheet available in the SharePoint)

Appendix C (FLP Budget Form)

Description	Amount/student	# of Students	Amount (total)
* Tuition (In-state)	966		\$0.00
* Tech Fees	60	0	\$0.00
* Course Fees	\$210.00	0	\$0.00
Total Tuition & Fees	\$1,236.00	0	\$0.00
<b>Program Fee (calculated below)</b>	<b>#DIV/0!</b>	0	<b>#DIV/0!</b>
Total cost per student	#DIV/0!	Total Revenue	#DIV/0!

ATTN: Faculty-leader  
Only complete fields that are highlighted in yellow.  
All other fields will automatically calculate.  
\*Numbers are based on Summer 2025 tuition and fees.  
Please update if planning for a different semester.  
Program fee can be advertised to students once the course is approved. (Program fee is the cost per student, independent of tuition and fees.)

Expenses

Description	Amount	Amount (total)
<b>Faculty Expenses</b>		
Instructor 1		\$0.00
Instructor 1 Fringe (+25.95%)		\$0.00
Instructor 2 (if applicable)		\$0.00
Instructor 2 Fringe (+25.95%)		\$0.00
<b>Total Faculty Travel Expenses*</b>		<b>\$</b>
<b>Total Faculty Expenses</b>		<b>\$0.00</b>
<b>Student Program Expenses</b>		
Airfare	\$0.00	\$0.00
Housing	\$0.00	\$0.00
Food	\$0.00	\$0.00
Events/Admissions	\$0.00	\$0.00
In-country transportation	\$0.00	\$0.00
Facilities	\$0.00	\$0.00
International Education Fee	\$50.00	\$0.00
Other (see Column G)	\$0.00	\$0.00
<b>Total Student Program Expenses</b>		<b>\$0.00</b>

CGE will consult HR for faculty salary/costs based on rank, step, number of credit hours, the semester of the course, and fringe costs.  
\*Faculty expenses should be itemized on a separate tab (total personnel expenses used for E37 calculation)  
Explain "Other" expenses here or itemize them on a separate tab (total student program expenses used for E37 calculation)

<b>Total Expenses</b>	(Faculty Expenses + Program Expenses)	\$0.00
<b>Total Tuition and Fees</b>		\$0.00
<b>Net Cost of Program</b>		\$0.00
<b>Program Fee</b>	Per student	#DIV/0!
	Per student plus 4% (currency factor)	#DIV/0!
	Total expenses minus all revenue	#DIV/0!
	<b>Cost/student (Program Fee):</b> #DIV/0! plus tuition & fees*	