

## Study Abroad Faculty-led Program Proposal and Logistics Process Information

The faculty-led program proposal and approval is a two-part sequence:

1. The Program Proposal Application.
2. The Program Logistics Approval Application

### Getting Started

#### 1. Submitting a Faculty-Led Study Abroad Program Proposal

Faculty who would like to propose a NEW faculty-led study abroad program please contact [Assistant Director for Faculty-led Programs](#) to schedule an initial consultation to discuss your initial program idea.

Faculty who are leading a repeating program do NOT need to complete the Program Proposal Form EXCEPT in the following cases:

- A fundamental element of the program changes (location, course/MCS)
- The program proposal was approved before 2018.
- Seven years have passed since the last program approval.

After an initial conversation with the Assistant Director for Faculty-led Programs, please access the Proposal Application through the [Application Portal](#). The completed application consists of:

1. Proposal Form
2. Course Syllabus
3. Tentative Itinerary that includes general information about proposed activities, field trips, and excursions.

The Proposal Application will be reviewed by OGE for completeness and forwarded to the Chair, Dean, and Provost for review and approval.

Program Semester	Proposal Application Deadline
Fall and Winter Break	June 1
Spring (Including Spring Break)	September 15
Summer	December 15

\*Normally 18 months before the program is scheduled to travel.

## 2. Program Logistics Approval Application

All faculty leaders must submit the Program Logistics Approval Application for every iteration of their approved program proposal. The Program Logistics Application requires the submission of the following materials via the [Application Portal](#):

1. Logistics Form
2. Course Syllabus
3. Program Itinerary with details about activities and excursions
4. Field Trip Form
5. Budget-Expense Form

Program Semester	Program Logistics Approval Application Deadline**
Fall and Winter Break	September 1
Spring (Including Spring Break)	December 15
Summer	June 1

\*\*Normally 12 months before the program is scheduled to travel.

The Program Logistic Approval Application will be reviewed by Study Abroad and forwarded to the Chair and Dean for review and approval.

New program destinations will be reviewed and approved by CMU Health and Safety. Health and Safety conditions for all program sites will be reviewed by Study Abroad as part of the Program Logistics Approval process.

CMU reserves the right to revoke travel approval and/or recall programs because of a heightened health or safety risk in the country.

For questions about the Faculty-Led Program Proposal Process, contact [Dr. Carlos Lopez](#), Assistant Director for Faculty-led Programs Office of Global Engagement

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