**TU Faculty-Led Study Abroad/Away   
Program Proposal Guidelines**

* All faculty-led credit-bearing programs are administered by the TU Study Abroad & Away Office in partnership with academic units and colleges. Any faculty member who wishes to lead a program domestically or overseas that carries academic credit must submit a proposal and be approved by the TU Faculty-Led Study Abroad/Away Programs Subcommittee and adhere to the policies and procedures regarding faculty-led programs.
* Academic department(s) and college(s) are responsible for endorsing all academic components of the proposal including course subject matter, instructional methods, syllabus(i), and contact hour requirements (see below). The academic department chair(s) and College Dean(s) must review the proposal and sign the approval form in Docusign.
* Faculty-led study abroad/away programs must be of comparable academic rigor to courses offered on campus. The number of credits associated with the program will be based on the number of contact hours. Faculty-led programs are designated as field trip experiences for the purpose of MHEC credit hour regulations requiring a minimum 37.5 contact hours per credit. The 4-credit maximum for on-campus Minimester courses does not apply but programs may not exceed 6 credits total.
* Contact hours may include class time, guest lectures, academic visits, field trips/excursions, group learning activities, general or program specific orientation meetings, research, service-learning activities, community projects, volunteer time, homework, research, academic assignments, other academic activities, and cultural activities or visits conducted prior to, during, and/or after the ‘in location’ program dates. Travel time and meals should NOT be included unless a specific instructional or learning activity (group discussion, lecture, group debrief, team-building activity) is being conducted during that time.
* Course(s) being taught on abroad/away faculty-led programs must relate to the host country/region, be taught in context, and meet the learning objectives indicated in the university approved syllabus. Adaptations to the course outline, learning activities, and assignments may be made with the approval of the department chair(s) and college dean(s) to reflect the context in which it will be taught and to ensure the content relates to the host country/region. The proposal should indicate how the proposed learning activities meet the course objectives.
* All faculty-led study abroad/study away programs are self-supporting. All costs of offering the program, including faculty salary and expenses, are included in the program fee charged to the students. Regular TU tuition and fees are NOT charged for faculty-led programs; instead, a unique fee is set for each individual program depending on its costs. Efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program. Note: Faculty leading a program as a component of a semester-long TU course that counts toward their regular teaching load will not receive additional salary compensation. Financial support through grant funds or the academic department/ college to provide scholarships, subsidize faculty salaries, or otherwise reduce student costs is encouraged.
* A program will typically have one Faculty Director. If the program is associated with more than one course (taught by TU faculty) and participants will earn a total of 6 credits, a second Faculty Director may be considered. The second Faculty Director will have equal teaching duties, receive a full salary, and their program expenses will be covered. The Faculty Directors may choose to split one full salary or take a reduced salary should the cost of two full salaries be prohibitive to the program budget. If the program is associated with more than one course (taught by TU faculty) and participants will earn a total of 3 credits, rationale must be provided for a second Faculty Director and, if approved, one full salary will be split between the two Faculty Directors while program expenses will be covered for both.  
    
  Alternatively, dependent on participation numbers, a second faculty or staff member may accompany the Faculty Director in a supportive role as a Program Assistant if the budget allows. The Program Assistant will NOT receive a salary and will NOT have teaching duties but their program expenses will be covered. Rationale must be provided for the Program Assistant and should be discussed with the assigned Study Abroad & Away staff member.
* Target minimum and maximum enrollment numbers will be determined during the program development phase. One Faculty Director is typically expected to lead a group of up to 18 students (without the addition of a Program Assistant) but this may vary depending on the nature of the program. Programs will typically not exceed 25 participants.
* Program proposals for study abroad in countries with Level 4 U.S. Department of State Travel Advisory will not be considered. Proposals for study abroad in countries with a Level 3 U.S. Department of State Travel Advisory will be assessed on a case-by-case basis and may be approved on a conditional basis. Additional information may be required.

Frequently Asked Questions

**When will I know the outcome of my application?**The primary Faculty Director will be notified within one month of the deadline regarding the outcome of their proposal.

**Can more than one department collaborate on a faculty-led program?**

Yes. Interdisciplinary programs are encouraged as they increase the learning outcomes for the students and the marketability of the program. If multiple departments are included, each department chair and corresponding college dean must sign off on the proposal.

**Can more than one proposal be submitted by faculty members within the same academic department?**

Yes, although competition between programs and an assessment of student demand will be considered when approving programs for each cycle. Department chairs are encouraged to consult with the Study Abroad & Away Office in advance of the deadline if multiple proposals are being submitted or to discuss departmental strategies for faculty-led programming.

**Can I make changes to my program after the proposal is submitted?**

If your proposal is approved, the Study Abroad & Away Office will work with you to further develop your program during which changes may be made as needed. Changes to the academic content, course offerings, number of contact hours/credits, and/or faculty leaders must be made in consultation with the academic department(s) and college(s). Other changes may include (but are not limited to) program dates, program length, housing, and cultural activities.

**If I am proposing a program that was approved before, do I need to complete this form?**

Yes. A proposal must be submitted for all programs each cycle.

**Do I need to submit a syllabus for the course(s) I plan to teach abroad?**

Yes. The syllabus should include a timeline or tentative program schedule, learning and cultural activities, assignments, a grading rubric, academic and participation policies, and learning outcomes. If there are multiple courses being offered, a separate syllabus should be provided for each course. Sample course syllabi are available online for your reference.

**What is the purpose of the Student Contact Hours sheet?**

Designated as 'field trip experiences' for the purpose of MHEC credit hour calculation, programs must meet a minimum of 37.5 contact hours per credit. The Student Contact Hours sheet serves as documentation of the planned contact hours for the program.

**Who reviews my program proposal?**

Proposals are reviewed by the TU Faculty-Led Study Abroad/Study Away Programs Subcommittee. Please review the [*Faculty-Led Program Proposal Review Considerations*](https://www.towson.edu/academics/international/abroad/faculty/programs/documents/facultyledprogramproposalsreviewconsiderations.pdf) for information on how proposals are reviewed and selected.

**Are examples of previous proposals and program models available?**

Sample syllabi and itineraries are available [online](https://www.towson.edu/academics/international/abroad/faculty/programs/models.html) to assist you in the proposal process. Reviewing these documents prior to submitting your proposal may address some basic questions and provide examples of successful past proposals.

Application Instructions

**Proposals should be submitted using the** [**Study Abroad/Away Faculty-Led Program Proposal DocuSign Approval Form**](https://powerforms.docusign.net/78758cb9-3897-4527-a304-69260b76d15b?env=na3&acct=6c86146e-eb74-4715-93d9-b5f39e4db265&accountId=6c86146e-eb74-4715-93d9-b5f39e4db265&recipientLang=en) **by the primary Faculty Director *at least two weeks* prior to the deadline** to allow time for review and approval by the academic department(s) and college(s). It is the faculty member’s responsibility to ensure the complete and fully approved proposal is received by the Study Abroad & Away Office by the deadline.

**Minimester/Spring/Spring Break 2027:** November 1, 2025

**Summer 2027:** April 1, 2026

A complete program proposal must include the following:

* ***TU Faculty-Led Study Abroad/Away Program Proposal Application.***
* **A syllabus** (listing all courses associated with the program) which includes a tentative program schedule with anticipated topics, assignments, learning activities, and learning outcomes prior to, during, and after the program.
* ***Student Contact Hours for Study Abroad/Away Faculty-Led Programs sheet***.
* **Signatures** of the faculty-led program director(s), alternate faculty-led program director (if no secondary faculty director), department chair(s), and college dean(s) obtained through the [*Study Abroad/Away Faculty-Led Program Proposal DocuSign Approval Form*](https://powerforms.docusign.net/78758cb9-3897-4527-a304-69260b76d15b?env=na3&acct=6c86146e-eb74-4715-93d9-b5f39e4db265&accountId=6c86146e-eb74-4715-93d9-b5f39e4db265&recipientLang=en).

**A black and yellow logo

Description automatically generatedTU Faculty-Led Study Abroad/Away   
Program Proposal Application**

Program Information

**Study Away Program (within the U.S.)**  **OR Study Abroad Program (outside the U.S.)**

**Program Title:** Click or tap here to enter text.

**Program city(ies):** Click or tap here to enter text.

**Program country(ies):** Click or tap here to enter text.

*Program proposals for study abroad in countries with Level 4 U.S. Department of State Travel Advisory will not be considered. Proposals for study abroad in countries with a Level 3 U.S. Department of State Travel Advisory will be assessed on a case-by-case basis and may be approved on a conditional basis. Additional information may be required.*

**Preferred program term:** Choose an item. If other, please indicate here: Click or tap here to enter text.

**I am flexible regarding the program term.\*** Choose an item.

**If no, please explain why.** Click or tap here to enter text.

**Program length (# days in country):** Click or tap here to enter text.

**Program start date (departure date from Towson/U.S.):** Click or tap here to enter text.

**Program end date (arrival date back in Towson/U.S.):** Click or tap here to enter text.

**Anticipated frequency of offering:** Choose an item.

If other, please indicate here. Click or tap here to enter text.

**Does this program require students to meet specific physical demands to participate?** Choose an item.

If yes, please explain. Click or tap here to enter text.

**Please list any cooperating institutions or organizations (if known**). E.g., study abroad/study away provider, language school, U.S. university, foreign university, or other on-site organization in the host country/region. *Note: Faculty directors are not required to have existing contacts or providers in mind – providers will be identified during the program development process.*

Click or tap here to enter text.

**Anticipated program housing:** Choose an item.

If other, please indicate here. Click or tap here to enter text.

Academic Information

**Would you like to incorporate either of the following experiential learning components into your program?**

**Community engagement/service learning**  **Student research**

Cross-listing of courses within and/or across disciplines and offering both undergraduate and graduate level credit options is recommended whenever possible to broaden the applicant pool. Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate.

**COURSE # 1**

**Subject (e.g., ENGL):** Click or tap here to enter text. **Course #:** Click or tap here to enter text. **# credits:** Click or tap here to enter text.

**Requirements fulfilled (if any) i.e., core category/major/minor:** Click or tap here to enter text.

**Prerequisites (if any):** Click or tap here to enter text.

**COURSE # 2**

**Subject (e.g., ENGL):** Click or tap here to enter text. **Course #:** Click or tap here to enter text. **# credits:** Click or tap here to enter text.

**Requirements fulfilled (if any) i.e., core category/major/minor:** Click or tap here to enter text.

**Prerequisites (if any):** Click or tap here to enter text.

**COURSE # 3**

**Subject (e.g., ENGL):** Click or tap here to enter text. **Course #:** Click or tap here to enter text. **# credits:** Click or tap here to enter text.

**Requirements fulfilled (if any) i.e., core category/major/minor:** Click or tap here to enter text.

**Prerequisites (if any):** Click or tap here to enter text.

**COURSE # 4**

**Subject (e.g., ENGL):** Click or tap here to enter text. **Course #:** Click or tap here to enter text. **# credits:** Click or tap here to enter text.

**Requirements fulfilled (if any) i.e., core category/major/minor:** Click or tap here to enter text.

**Prerequisites (if any):** Click or tap here to enter text.

**TOTAL # of credits students will earn on the program** (minimum 37.5 contact hours per credit):

Click or tap here to enter text.

**Eligibility requirements (if any) for the program besides course specific prerequisites indicated above** E.g., class standing, major/minor, minimum GPA (if higher than standard 2.5 cumulative), etc.

Click or tap here to enter text.

**Explain how the location relates to the course(s) and/or how the course(s) is/are enhanced by the study abroad/study away experience.**

Click or tap here to enter text.

**Describe how the learning activities included in the syllabus program schedule** (class time, guest lectures, academic visits, field trips/excursions, group learning activities, general or program specific orientation meetings, research, service-learning activities, community projects, volunteer time, homework, research, academic assignments, other academic activities, and cultural activities or visits conducted **prior to, during, and/or after** the ‘in location’ program dates) **will enhance the academic and cultural content of the course(s).**

Click or tap here to enter text.

Program Recruitment

Note: It is the responsibility of the faculty director(s) to promote the program with guidance and support from the Study Abroad & Away Office. Supporting documentation may be submitted with the proposal application to demonstrate anticipated student interest/demand (e.g., # relevant majors/minors at TU, informal assessment of student interest in the topic/location, or other relevant information but is not required.

**How do you plan to recruit participants for the program (please list at least three ideas for marketing/outreach which you plan to employ)?**

Click or tap here to enter text.

**Which majors, minors, and/or other student groups do you intend to target in terms of marketing your program?**Click or tap here to enter text.

**What challenges do you expect in recruiting for this program?**Click or tap here to enter text.

**Provide a brief overview of the program** (to be used for advertising materials and the description on the program page) **including the academic topic, location, and program highlights such as key excursions, academic visits and activities, and cultural activities.**Click or tap here to enter text.

Program Leader Information

**Primary Faculty Director Name:** Click or tap here to enter text. **TU ID#:** Click or tap here to enter text.

**Academic Department:** Click or tap here to enter text.

**Do you plan to be absent from campus (sabbatical, extended leave, etc.) in the year preceding the proposed program term?\*** Choose an item.

*\*Faculty who will be absent for any part of the academic year prior to the proposed program may not be eligible to apply. Please contact the Study Abroad & Away Office for more information.*

**Please describe your qualifications to lead this program including expertise in your field and/or the host location/region.** If the primary language spoken there is not English, please provide information regarding your level of fluency in the primary language at your destination (if any), and/or anticipated needs for an interpreter/translator:

Click or tap here to enter text.

**Secondary Faculty Director Name (if any)\*:** Click or tap here to enter text. **TU ID#:** Click or tap here to enter text.

**Academic Department:** Click or tap here to enter text.

\*Please see Proposal Guidelines above regarding # of faculty directors andprovide detailed and specific rationale explaining the need/preference for a secondary Faculty Director (e.g., students will take two discrete courses and earn a total of 6 credits, Faculty Directors will split one full-salary, unique duties/role, specific expertise, anticipated enrollment numbers, program logistics, co-teaching, training, etc.).

Click or tap here to enter text.

You are required to identify an alternate faculty member to lead the group if you cannot perform the duties of the Faculty Director (unless there is a second Faculty-Led Program Director). *See page 10 in the* [*Study Abroad/Away Program Faculty Leader Handbook*](https://www.towson.edu/academics/international/abroad/faculty/programs/) *for more information.*

**Alternate Faculty Director Name (if no secondary faculty director):** Click or tap here to enter text. **TU ID#:** Click or tap here to enter text.

**Academic Department:** Click or tap here to enter text.

**Student Contact Hours for Study Abroad/Away Faculty-Led Programs**

**Program Title:** Click or tap here to enter text.

**Term:** Click or tap here to enter text.

**Course(s):** Click or tap here to enter text.

**Total # Credits:** Click or tap here to enter text.

IMPORTANT:

* A sample Contact Hours Sheet is available [online](https://www.towson.edu/academics/international/abroad/faculty/programs/proposals.html).
* A minimum of 37.5 hours is required***per credit****.*
* Contact hours may include class time, guest lectures, academic visits, field trips/excursions, group learning activities, general or program specific orientation meetings, research, service-learning activities, community projects, volunteer time, homework, research, academic assignments, other academic activities, and cultural activities or visits conducted **prior to, during, and/or after** the ‘in location’ program dates.
* Contact hours may NOT include travel time and meals unless a specific instructional or learning activity (group discussion, lecture, group debrief, team-building activity) is being conducted during that time.
* Each specific activity should be listed for each day of the program with the corresponding number of contact hours.
* A maximum of 6 to 8 hours of program activities per day is recommended.
* Include some free time for individual cultural exploration, reflection, and down time.

**INSTRUCTIONS**: List the individual activities and corresponding # of contact hours for *each* activity (see permitted activities above) for *each* day of the proposed program (including activities and assignments prior to, during, and after the ‘in location’ days). **Please review the sample Contact Hours Sheet** [**online**](https://www.towson.edu/academics/international/abroad/faculty/programs/documents/samplefacultyledprogramcontacthourssheet.pdf) **to ensure you follow the correct format.**

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| --- | --- | --- | --- |
| **Date** E.g. 6/2/27 | **Location/City** | **Program Activities/Assignments** | **# Hours** (for each activity) |
| TBD | Towson University | Pre-departure orientation (conducted in coordination with the TU Study Abroad & Away Office) | 3 |
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|  |  | **TOTAL # CONTACT HOURS** |  |

Faculty-Led Program Leader Agreement

This agreement serves to confirm that the faculty leaders understand their responsibilities with regards to the policies, development, marketing, and administration of faculty-led study abroad/study away programs sponsored by Towson University.

1. Academic Content of the Program: Syllabus preparation, textbook identification and orders, course materials, lectures, and participant assessment are the responsibility of the Faculty Director.
2. Faculty Leaders: A program will typically have one Faculty Director. If the program is associated with more than one course (taught by TU faculty) and participants will earn a total of 6 credits, a second Faculty Director may be considered. The second Faculty Director will have equal teaching duties, receive a full salary, and their program expenses will be covered. The Faculty Directors may choose to split one full salary or take a reduced salary should the cost of two full salaries be prohibitive to the program budget. If the program is associated with more than one course (taught by TU faculty) and participants will earn a total of 3 credits, rationale must be provided for a second Faculty Director and, if approved, one full salary will be split between the two Faculty Directors while program expenses will be covered for both.  
     
   Alternatively, dependent on participation numbers, a second faculty or staff member may accompany the Faculty Director in a supportive role (no teaching duties) as a Program Assistant if the budget allows. Rationale must be provided for the Program Assistant and should be discussed with the assigned Study Abroad & Away staff member.
3. Compensation: All TU faculty-led study abroad/study away programs are self-supporting. All costs of offering the program, including faculty salary and expenses, are included in the program fee charged to the students. Regular TU tuition and fees are NOT charged for faculty-led programs; instead, a unique fee is set for each individual program, depending on its costs. Efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program. Note: Faculty leading a program as a component of a semester-long TU course that counts toward their regular teaching load will not receive additional salary compensation. Financial support through grant funds or the academic department/ college to provide scholarships, subsidize faculty salaries, or otherwise reduce student costs is encouraged.   
     
   Faculty Directors are paid a fixed rate for leading a study abroad/away program ($4,000 plus 8% fringe benefits) and are not paid per course. Compensation is not tied to participant numbers. Note: Faculty leading a study abroad/away as a component of a semester-long TU course that counts toward their regular teaching load will not receive additional compensation. Program Assistants do not receive a salary.  
     
   Travel and living expenses are covered for faculty leaders per the program budget. To minimize expenses, the stipend for study abroad programs and study away programs in a U.S. territory is calculated as 50% of the U.S. Department of State foreign meal per diem rate in the host city(ies). The stipend for study away programs in the contiguous U.S. is calculated based on the full TU domestic travel meal per diem rate in the host city(ies). Any meals included in the program (e.g., welcome and farewell dinners, daily breakfast if provided at a hotel, meals provided by a host family, etc.) will be excluded from the stipend.
4. Participation Numbers: Target minimum and maximum enrollment numbers will be determined during the program development phase. One Faculty Director is typically expected to lead a group of up to 18 students (without the addition of a Program Assistant) but this may vary depending on the nature of the program. Programs will typically not exceed 25 participants.
5. ‘Surplus’ Funds: For programs that exceed their minimum target enrollment, *significant* 'surplus' funds generated beyond the original budget may be used to benefit the students in the form of extra activities/meals, the addition of a Program Assistant or other on-site support, and/or a reduction of the program fee at the discretion of the Study Abroad & Away Office.
6. Collaboration with the Study Abroad & Away Office: Faculty Directors agree to work in collaboration with the Study Abroad & Away Office staff to deliver the highest quality program. Because there are individual as well as shared responsibilities, the primary Faculty Director agrees to communicate regularly with the Study Abroad & Away staff member responsible for the program.
7. Travel and Logistical Arrangements: A program provider or on-site coordinator will be identified by the Study Abroad & Away Office to arrange program logistics (housing, in-country transportation, excursions, some meals, guest lectures, academic and cultural visits, etc.). The Study Abroad & Away Office will either designate a flight or other mode of transportation for the program (optional for students and not included in the program cost) or a group flight or other mode of transportation (required and included in the program cost).  
   The faculty leaders will be booked on the designated or group flight or other mode of transportation. At least one faculty leader must travel on the designated or group flight or other mode of transportation from the point of origin and be with the group for the duration of the program. Any exception to this policy requires Study Abroad & Away Office approval.
8. Marketing and Recruitment: Program-specific marketing and the recruitment of students is one of the primary Faculty Director’s main responsibilities. The Study Abroad & Away Office will create a program page and produce materials for marketing purposes. Any other marketing materials must be approved by the Study Abroad & Away Office. **Faculty and academic departments agree to promote their program to students and peers, conduct classroom visits and information sessions to promote the program, as well as market to colleagues and groups outside of Towson University as appropriate. The primary Faculty Director must submit a recruitment plan to the Study Abroad and Away Office during the program development process.**
9. Student Orientations: All Minimester/Spring/Spring Break orientations will be held in November of the prior year. All summer orientations will be held in April of the same year. Orientations for faculty-led programs falling outside of these terms will be scheduled on an individual basis with the primary Faculty Director. Faculty leaders must attend the in-person orientation session facilitated by the Study Abroad & Away Office and hold at least one separate group meeting. The Study Abroad & Away Office will provide a general pre-departure manual to each student. The primary Faculty Director is responsible for providing any academic related materials to the Study Abroad & Away Office for distribution to the students or to the students directly. Because the program is an intense group experience, whose success depends on good group dynamics and clear expectations, Faculty Directors are encouraged to conduct multiple pre-departure activities and meetings with participants. All programs must have an on-site orientation conducted shortly after arrival. Faculty Directors are expected to plan frequent times during the program for participants to process and reflect on their experience.
10. General Supervision of Students: Faculty Directors will supervise and direct students in the academic and intercultural goals of the program both pre and post departure. Faculty Directors are the primary person(s) responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for supervising and monitoring each student’s conformance to university and other applicable policies, rules, regulations, and standards of conduct. Faculty leaders should be familiar with the Towson University Student Code of Conduct as well as Study Abroad & Away policies (outlined in the [*Study Abroad/Away Program Faculty Leader Handbook*](https://www.towson.edu/academics/international/abroad/faculty/programs/)).
11. Accompanying Persons on Faculty-Led Programs: Faculty leaders intending to have accompanying non-participants on the program must inform the Study Abroad & Away Office during the development phase to verify feasibility. All accompanying non-participants and the faculty member are subject to the *Guidelines for Accompanying Family Members* in the [*Study Abroad/Away Program Faculty Leader Handbook*](https://www.towson.edu/academics/international/abroad/faculty/programs/)and are required to sign and submit the *Faculty-Led Study Abroad/Away Program Accompanying Family Member/Companion Agreement* to the Study Abroad & Away Office at least four weeks prior to departure. Children under the age of 18 must always be under the supervision of an adult other than the Faculty Director or Program Assistant. At no time should a program participant be asked to care for or supervise a child of a faculty or staff member.
12. Faculty Leader Preparation: As leading a study abroad or away program is both challenging and complex, all faculty leaders are required to complete the Study Abroad/Away Faculty Leader Training prior to leading a program. Recertification is required every three years. Faculty may also request an individual meeting with Study Abroad & Away staff in preparation for their program.
13. Health, Safety and Communication: In the interest of the health and safety of participants in faculty-led study abroad/study away programs, **the primary Faculty Director is required to confirm the group’s arrival with the Study Abroad & Away Office via email and/or phone within 24 hours of arriving to the program site(s)** and is expected to maintain a clear communication link to the office throughout the duration of the program. Regardless of the location(s), faculty leaders should be prepared to respond to health and safety problems whether emergency or routine in nature**. Faculty leaders are required to obtain and carry a Towson University Business Travel Credit Card for the duration of the program in case of emergency.**
14. Financial Reporting: The University requires complete financial reporting for all expenses incurred by the program. The Study Abroad & Away Office staff will review the program budget and the requirements for reporting expenditures according to the University’s accounting procedures with the primary Faculty Director prior to departure. Faculty leaders are required to submit all required receipts and other documentation for expenses incurred to the Study Abroad & Away Office within one week of the program end date.
15. Final Report and Evaluation: A final program report must be submitted to the Study Abroad & Away Office within 30 days following the end of the program. Guidelines for this report can be found in the [*Study Abroad/Away Program Faculty Leader Handbook*](https://www.towson.edu/academics/international/abroad/faculty/programs/). This report discusses detailed information about the academics and logistics of the program and should describe problems and successes as well as make recommendations for future programming. The final report is critical to the program evaluation process and planning of subsequent programs.
16. Grade Submission: Faculty Directors should post grades online no later than 30 days following the conclusion of the program. If participants have outstanding coursework, a grade of “I” should be recorded until a grade can be determined.
17. Cancellation: The University reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include but are not limited to insufficient enrollment and elevated U.S. Department of State travel advisory levels. The Study Abroad & Away Office closely monitors the most recent information available from the U.S. Department of State and other sources and will provide the timeliest information if concerns arise.  
      
    If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline it may be cancelled. If possible, the application deadline date may be extended. If minimum enrollment still has not been met by the program’s final application deadline, the Study Abroad & Away Office will assess the program budget and determine whether it is financially reasonable to run. If the program is cancelled due to low enrollment or any other reason, the faculty leaders will not receive any monetary compensation.
18. Withdrawal: It is expected that the Faculty Director(s) identified in the proposal are making a commitment to the program and will not withdraw from the position of Faculty Director except in an emergency. You must identify an alternate faculty member to lead the group if you cannot perform the duties of Faculty Director (unless there is a secondary Faculty Director associated with the program). If the primary Faculty Director must withdraw from the program the alternate Faculty Director may be called upon to take over the program.