

## Family Member and Guest Participation in DU-Related International Educational Travel

### Purpose of this guidance:

International travel involving students at DU is principally a credit-bearing academic experience designed for the enrichment of all participants involved. In most cases, the university will only support the involvement of official Program Leaders, support staff, and students fully enrolled in the program and at DU. There should be a definitive DU connection that implies and outlines certain rights and responsibilities for all program participants. Restricting participation to only those with a teaching, supporting, or learning role facilitates the educational mission of such activities while significantly decreasing the liability to the university. All travelers, when possible, must be engaged and focused on this mission. However, it is understood that these experiences may not always include only members of the DU community. This guidance is to establish roles, responsibilities, restrictions, and expectations of all travelers on DU abroad experiences.

### Definitions:

**Student participant:** undergraduate, graduate, or professional student enrolled at DU who has committed to participate in an approved education abroad experience organized through DU.

**Program Leader:** the faculty or staff member employed by DU and designated in the Credit-Bearing Program Proposal or Non-Credit-Bearing Program Proposal as being responsible for leading DU students or other program participants abroad and functioning in a teaching role. There must be a minimum of two (2) Program Leaders (or a Program Leader and a support staff member) for every approved program, and another for every 10 students over 20.

**Support staff:** DU staff members working for an education abroad experience in a non-teaching role who have specific responsibilities for delivering elements of the experience (e.g., managing student issues). Support staff may be considered one of the two required Program Leaders. There may be, from time to time, some aspects of a teaching role, but this person is generally not the primary instructor.

**Family member:** the spouse (i.e., husband, wife, or Domestic Partner as defined by the state of CO) or dependent child (i.e., an unmarried child who is primarily dependent on the DU traveler for maintenance and support, and under the age of 26) of a Program Leader, support staff, or student participant who does not have a role or responsibility in delivering elements of the program and is not a member of the DU community, but may participate in some or all program activities.

**Guest:** an invited person with no formal DU connection such as a subject matter expert who does not have an official role in the program outside providing limited content. An accompanying vendor representative per a negotiated contract is not considered a guest.

### Roles, Restrictions, and Requirements:

Student participant family members:

- Undergraduate students may not bring family members along on an education abroad experience under any circumstances except when, in consultation with [Disability Services](#) and Enterprise Risk Management, travel with a family member is deemed necessary and appropriate.
- Family members as student participants under the age of 18 are rarely allowed and will be reviewed on a case-by-case basis.
- Family members as student participants are required to:
  - meet all prerequisites and criteria for participant selection as determined by each education abroad experience's Program Leader and sponsoring unit (i.e., college, department, or office).
  - sign an agreement/waiver drafted by the sponsoring unit, and signed by both the sponsoring unit's representative and DU participant requesting the guest's involvement which details and includes:
    - the sponsoring unit's expectations of their participation, including but not limited to their conduct, repercussions for misconduct, and degree of involvement in scheduled activities both before and during the abroad portion of the program.
    - fee payment arrangements and associated withdrawal, refund, and payment schedule conditions.
    - a release of liability.
    - acknowledgment that misconduct, violation of program rules, or failure in any way to adhere to this agreement may negatively impact the DU participant requesting their involvement during the program, including but not limited to both parties being dismissed from the program, impacts on academic credit being earned by the DU participant, and loss of non-recoverable funds.
  - pay all fees or costs associated with the education abroad experience directly to the vendor(s).
  - register their itinerary by contacting [intlsafety@du.edu](mailto:intlsafety@du.edu)
  - comply with all university policies, procedures, training, and directions.
  - adhere to the [Honor Code](#).
  - partake in all pre-departure orientations.
  - be involved, engaged, and partake in scheduled program activities, accommodations, and transportation for the duration of the scheduled abroad experience as determined by the sponsoring unit and agreed to in the agreement/waiver mentioned above.
  - follow the direction and authority of the Program Leaders and DU administration in the same way in which all student participants are expected.

#### Program Leader family members:

- When acting as a Program Leader or support staff, one's primary responsibility is to the student participants. This responsibility often requires long hours, little free time, and working through unexpected challenges. For this reason, DU strongly discourages Program Leaders from bringing an accompanying family member.
- It is recommended that Program Leaders carefully consider the effect additional travelers will have on the academic content (e.g., students unable to have open and uninterrupted

discussions because of the presence of a minor) and logistical arrangements of the abroad experience (e.g., cost of a larger van for transportation) as well as issues related to liability and personal expenses (e.g., if a program is canceled or altered, it is the Program Leader's responsibility for attempting to recover funds spent on family member expenses).

- Transparency for the reason a family member is joining an experience abroad is integral, especially with the student participants, so there is no misunderstanding that student fees are subsidizing non-participants.
- Family members of Program Leaders may not:
  - be under the age of 18 unless there is another competent family member (non-Program Leader or support staff) traveling with the group at the Program Leader or family member's expense and approval for such is granted by the International Travel Committee.
  - have any responsibilities on behalf of DU.
  - impair the operation and administration of group activities or otherwise infringe on or take responsibility for student participants.
  - be utilized as a substitute for hiring an additional Program Leader.
  - share accommodations with student participants.
  - expect that a sponsoring unit will coordinate arrangements (e.g., transportation, accommodation) for family members.
  - be extended family (e.g., grandchildren, nephews, nieces).
  - have their expenses incorporated into the abroad experience budget.
  - be part of any reimbursement request or invoice submitted to the university.
- Family members of Program Leaders are required to:
  - complete the "Companion Travel Waiver" and receive approval for accompanying the DU travelers from both the head of the unit sponsoring the experience and the International Travel Committee.
  - pay for their own transportation, meals, and all other costs. When doing so is impossible, the Program Leader is singularly responsible for ensuring the university or any other parties involved are reimbursed.
  - have all necessary vaccinations or immunizations.
  - provide and pay for their own insurance needs and requirements when DU's international travel medical insurance does not suit or cover them.
  - understand that their needs and care come secondary to the student participants and the mission of the experience which may mean unexpected out-of-pocket expenses to manage their own health, safety, and needs.

#### Guests:

- In most cases guests are subject matter experts who are not accompanying the group for the duration of the program but may.
- Guests are not family members of Program Leaders or student participants.
- Guests should have a clear tie to the curriculum and be acknowledged in program proposals so that the sponsoring unit and International Travel Health and Safety may approve of such and integrate them into planning and budget.
- Guests may not:

- have any responsibilities on behalf of DU.
  - impair the operation and administration of group activities or otherwise infringe on or take responsibility for student participants.
  - be utilized as a substitute for hiring an additional Program Leader.
  - share accommodations with student participants.
- Guests must:
  - have a clear tie to the curriculum.
  - be acknowledged in program proposals.
  - be approved by the sponsoring unit and International Travel Health and Safety.
  - be clearly informed of expectations for compensation and duties in writing (this may include background checks).