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# Non-Student Participants on Faculty Led Programs

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## I. REASON FOR THIS POLICY

Increasing numbers of faculty and staff are leading domestic and international Faculty-Led Programs where the majority of academic content is delivered at an off-campus location. These programs are designed for the University of South Dakota (USD) students to earn academic credit, but many people not enrolled at USD are interested in participating in these programs as a way to learn more about the world and stay connected with USD but do not desire to enroll for academic credit or audit the associated class. Further, program leaders may have an interest in including spouses/partners/children on these programs.

USD recognizes the importance of the family and allows program leaders to include their family members as part of the study abroad experience bearing in mind the need to adhere to this policy. These trips are, first and foremost, academic programs; as such, like their counterparts on campus, these classes, field trips, and cultural excursions should not be designed to cater to the needs of ancillary individuals who are not part of the academic experience. Accompanying dependents, spouse/partners, and acquaintances should not interfere with the function of the study abroad program in any way. Therefore, it is important to clarify the expectations and responsibilities of all non-student participants to ensure a positive and rewarding experience for those involved in the program.

## II. STATEMENT OF POLICY

Persons not registering for academic credit or audit – i.e. non-students – are permitted to participate in Faculty-Led Programs under the following guidelines:

- a. Program fee, insurance fees and a participation charge will be required.
- b. The ratio of student to non-student participants may not drop below 3:1 or 25% of participants may be non-students.
- c. The program leader(s) may, at their discretion, limit their group to only student participants. They also may decide to bring other instructors, graduate program assistants, as well as accompanying family members, with them on the study abroad program. USD reserves the right to impose limits and/or conditions on the roles, activities, and presence of family members or friends who accompany program leaders. Such limits or conditions derive from programmatic concerns related to health, safety, or security as determined by USD. In some cases, accompanying family members or friends may not be permitted to join the study abroad group for some or all activities. USD assumes no responsibility for accompanying family members or friends.
- d. All participants, including non-students, must complete all application and registration materials as identified by the Center for Academic & Global Engagement and the Division of Continuing and Distance Education, the health clearance, some form of pre-departure orientation, and any other requirements as determined by the Center for Academic & Global Engagement. These requirements may include, but are not limited to, submitting personal and emergency contact information, passport copies, and other forms of documentation.

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### III. DEFINITIONS

**Non-Student:** Any person not acting as a faculty or program leader or trip assistant who participates on a Faculty-Led Program without registering for academic credit or auditing the associated course

**Spouse/Partner:** : A “partner” will be used to refer to either the spouse or the domestic partner of a program leader, including the domestic partners of unmarried leaders irrespective of sexual orientation.

**Children:** The program leader’s children or legal dependents under the age of 18.

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### IV. PROCEDURES

In order to participate in a Faculty-Led Program without registering for academic credit or auditing the class, the following steps must be taken:

1. Contact the program leader of the program to determine if non-student participation will be permitted and if there is still space on the program.
2. Complete all registration materials with Global Learning in the Center for Academic & Global Engagement, including the online application and Health Clearance.
3. Complete the pre-departure and health and safety workshops identified by Global Learning.

4. Make all required payments of program, insurance, and participation charges in a timely manner. In addition to any required program and insurance charges, non-students (other than program leader spouse/partner/children) will be required to pay a participation charge that shall be approximately 1/3 the minimum cost of tuition for the program. This participation charge will be used to off-set the salary and expenses of the faculty leader(s) in the same way as student tuition.

5. Should a spouse, partner, or child of the program leader attend, the following procedures will apply:

**a. Spouse/partner**

- i. A spouse/partner may accompany the program leader for the duration of the program or a significant portion of the program as long as it does not interfere with the program leader's duties to the program and the study abroad students.
- ii. Spouses/partners should understand that their primary role on the study abroad program is that of spouse/partner and/or caretaker of any dependent children also accompanying the program leader. For liability purposes, it is important that spouses/partners do not have responsibilities related to the academic program (e.g. taking roll, monitoring tests, managing working funds).
- iii. Family members may not be hired to perform duties on the study abroad program if the fulfillment of such duties is under the general supervision or direction of the program leader. Such a supervisor/subordinate relationship is against the Nepotism policy in the Board of Regents (4:22). In the case of study abroad programs, "hired" means receiving monetary compensation for services performed, or receiving payment of expenses (travel, etc.) in exchange for performance of duties. It is possible, with special permission of the Provost, for spouses to serve as co-directors of a program, provided that they do not supervise one another.

**b. Children**

- i. The program leader's children or legal dependents may accompany the program leader for the duration of the program or for a significant portion of the program as long as it does not interfere with the program leader's duties to the program and the study abroad students.
- ii. Grandchildren, nephews, and nieces who are not a program leader's legal dependents are not considered dependents but rather extended family and are therefore not permitted to stay for the duration of the program unless they are enrolled as students in the program.
- iii. If the child is under the age of 15, the program leader must provide a caretaker. This caretaker could be the spouse/partner of the program leader.
  1. The program leader must cover the caretaker's expenses.
  2. Students on the program should never be asked to serve as a caretaker, as this detracts from the program and the student's experience. In addition, it places the program leader in a difficult position to defend if the student alleges that he/she felt pressured to perform personal services for a program leader as part of the course grade.

3. The program leader cannot be considered the caretaker.
  4. Other faculty or staff members involved with the program should not be asked to serve as a caretaker.
- iv. It is strongly recommended that program leaders consider carefully the number of children being taken on study abroad programs. Logistically, the more children that are involved, the more difficult it becomes to make arrangements that will accommodate large families, and the more difficult it is for the program leader to focus their full attention on the study abroad program. Past experience shared by other program leaders suggests that a spouse/partner and several dependent children taken abroad require more attention from a program leader than they require at home in South Dakota due to language barriers as well as lack of usual friends, recreational, and educational activities.

**c. Logistical Arrangements**

- i. Program arrangements are not primarily made to accommodate the needs of dependents and spouse/partner. All program accommodations are made with the understanding that this is an academic program designed to meet the needs of the students and the program leaders.
- ii. Dependents' travel arrangements (flight, other transportation, group meals, housing, etc.) can be included with those made for the planned study abroad program, such that University travel and other policies will allow.
  1. State regulations require that program leaders pay all expenses of their spouse/partners and dependents. Separate payments directly from the program leader will be required for dependent expenses before the program and on-site. This information must be made transparent for all those involved in the program, especially the students, so there is no misunderstanding that student program fees are, in any way, subsidizing non-participants. Group travel advances cannot be used to pay for dependent expenses.
  2. Dependents are not guaranteed potential "group discount" prices due to restrictions on such rates (e.g. age limits, student only prices, etc.)
  3. In cases where a program leader requires a logistical arrangement for a dependent or spouse/partner that costs more than the price paid by a student, the program leader is responsible for the cost difference (e.g. if paying for a double room instead of a single room in a hotel, the program leader would pay the difference between the single and the double to accommodate an accompanying spouse/partner).
- iii. Dependents are not permitted to share accommodations with students.
- iv. Program leaders are responsible for obtaining passports and visas for their spouse/partner and dependents.
- v. Program leaders are responsible for dependent expenses related to the required BOR health & safety insurance for all program participants.
- vi. Dependents should not compromise the planned academic program in any way, such as (but not limited to):

1. preventing the program leader from attending or leading field trips or other academic elements of the program.
2. disrupting class or field trips.
3. preventing students or other program leaders from engaging fully in the academic program.
4. Accompanying family members may participate in program excursions and field trips, provided that such participation does not inflate the cost of the excursion. Program excursions are planned to accommodate all students plus the participating leader(s). If there are empty seats on the bus, boat, or other arranged travel, accompanying family members may travel with the group at no extra cost. However, at no time will a bigger or additional bus, boat or other mode of transportation be arranged in order to accommodate accompanying family members.

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## V. RELATED DOCUMENTS, FORMS AND TOOLS

**ONLINE APPLICATION:** Visit [www.usd.edu/studyabroad](http://www.usd.edu/studyabroad) to find available programs and the online application.

**GLOBAL LEARNING HEALTH CLEARANCE:** To obtain the form, contact the Center for Academic & Global Engagement at [theworld@usd.edu](mailto:theworld@usd.edu) or 605-677-6338.

**STUDY ABROAD SPOUSE/PARTNER/DEPENDENT FORM:** To obtain the form, contact the Center for Academic & Global Engagement at [theworld@usd.edu](mailto:theworld@usd.edu) or 605-677-6338.

This policy was adapted from similar policies at Texas A&M, Michigan State, and Iowa State Universities.