The University of Oklahoma

Policy for Dependents, Extended Family Members and Acquaintances of Faculty Traveling on Faculty-Led Study Abroad Programs

I. Dependents

A. Spouse/Partner

1. The term “partner” will be used to refer to the domestic partner of an unmarried faculty member.

2. A spouse/partner may accompany the faculty member for the duration of the program as long as he/she does not interfere with the faculty member’s duties to the program and the study abroad students.

3. Spouses/Partners shall not have responsibilities related to the academic program (e.g., taking roll, monitoring tests, managing working funds, etc.).

B. Children

1. The faculty member’s children or legal dependents may accompany the faculty member for the duration of the program or for a significant portion of the program as long as they do not interfere with the faculty member’s duties to the program and the study abroad students.

2. Grandchildren, nephews and nieces who are not a faculty member’s legal dependents are not considered dependents but rather extended family members as set forth in Section II of this Policy.

3. The faculty member is ultimately responsible for the supervision and welfare of any children or legal dependent. The faculty member should sign a Minor’s Release for each child or legal dependent who accompanies the faculty member.

4. If a child is under the age of fourteen (14), the faculty member must provide a caretaker for the child. This caretaker must be eighteen (18) years of age or older. A sibling under the age of eighteen (18) may not act as the caretaker for his/her younger sibling(s). This caretaker could be the spouse/partner of the faculty member.

   a. The faculty member shall never ask students on the program to serve as a caretaker.

   b. The faculty member cannot be considered the caretaker.

   c. The faculty member shall never ask other faculty or staff members involved with the program to serve as the caretaker.

5. It is strongly recommended that faculty members consider carefully the number of children being taken on study abroad programs. 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 faculty member to focus his/her full attention on the study abroad program.
C. Financial Considerations

1. State law and OU’s financial policies require that faculty members pay all expenses of his/her spouse/partner, dependents and caretaker of his/her dependents. Therefore, separate payments directly from the faculty member will be required for expenses for his/her spouse/partner, dependents and caretaker.

2. If a faculty member requires additional housing to accommodate his/her spouse/partner or dependents, the faculty member is responsible for the cost of the additional space or additional room(s) (e.g., if paying for a double room instead of a single room in a hotel, the faculty member would pay the difference between the single and the double to accommodate an accompanying spouse/partner).

D. Logistical Arrangements

1. Program arrangements are not made to accommodate the needs of a spouse/partner and/or dependents, except for housing arrangements if the spouse/partner and dependents are staying in the same accommodations as the faculty member. All program accommodations are made with the understanding that this is an academic program designed to meet the needs of the students and the faculty members. Accordingly, the faculty member must make all logistical arrangements for his/her spouse/partner and dependents, other than housing accommodations if his/her spouse or dependents are staying with the faculty member, throughout the duration of the program (e.g., local transportation, entry fees, excursions, meals, etc).

2. If a faculty member’s spouse/dependents require accessible or special accommodations, the faculty member is responsible for acquiring the appropriate accessible accommodations for his/her spouse/dependents throughout the duration of the program.

3. Faculty members are responsible for organizing all travel arrangements for their spouse/partner and dependents, including, but not limited to:
   a. Obtaining passports and visas
   b. Transportation to and from the study abroad location
   c. Excursions during the study abroad program
   d. Housing, if spouse/partner or dependents are not staying in the same accommodations as the faculty member
   e. Meals.

4. Faculty members are responsible for obtaining international insurance for their spouse/partner and dependents. It is strongly recommended that faculty members obtain international insurance for his/her spouse/partner and dependents through OU’s Office of Education Abroad. The insurance coverage available through OU is provided under the same insurance policy required for faculty members on faculty-led programs. If an evacuation must occur, the faculty member will be required to be evacuated with the participating students. If his/her spouse/partner and dependents are not covered by OU’s international insurance provider, OU will not be able to assist in evacuating the faculty member’s spouse/partner or dependents.

5. Dependents are not permitted to share accommodations with students.
6. Dependents shall not compromise the planned academic program in any way, including, but not limited to:
   a. Preventing the faculty member from attending or leading field trips or other academic elements of the program
   b. Disrupting class or field trips
   c. Preventing students or other faculty members from engaging fully in the academic program.

II. Extended Family Members and Personal Acquaintances

   A. “Extended family members” are those relatives of a faculty member other than the faculty member’s spouse/partner or children.

   B. “Personal acquaintances” are generally individuals who have no official connection with the program and who are not related to the faculty member.

   C. General Guidelines

   1. It is strongly recommended that extended family members and/or personal acquaintances visit before or after the official program dates, during a scheduled vacation (e.g., Spring Break) or during a free weekend. Visits during other time periods could be disruptive to the academic program.

   2. Personal acquaintances are not permitted to stay for the duration of the program and are not permitted to travel with the study abroad group on program field trips or weekend excursions.

   3. Extended family members are not permitted to stay for the duration of the program and are not permitted to travel with the study abroad group on program field trips or weekend excursions except in the following situations:

   a. The extended family member is an enrolled student in the program or

   b. The faculty member has received prior approval from the Vice Provost of International Programs.

      i. In order to receive approval for an extended family member to stay for the duration of the program or to travel with the study abroad group on program field trips or weekend excursions, a faculty member must submit a detailed, written request to the Vice Provost of International Programs.

      ii. All requests will be reviewed on a case-by-case basis.

      iii. Prior to granting or denying a faculty member’s request, the Vice Provost of International Programs shall consult with the Office of Risk Management and the Office of Legal Counsel in regard to any additional risks or legal obligations the request might place upon OU.

   4. All expenses and travel arrangements for extended family members and personal acquaintances shall be separate from those of the program and must be paid by the faculty member.
5. Extended family members and personal acquaintances are not permitted to share accommodations with students.

6. Extended family members and personal acquaintances shall not compromise the program in any way, including, but not limited to:
   a. Preventing the faculty member from attending or leading a field trip or other academic element of the program
   b. Disrupting class or field trips
   c. Preventing students or other faculty members from engaging fully in the academic program.

7. Extended family members and personal acquaintances are responsible for obtaining their own international insurance. OU’s international insurance policy does not cover extended family members or personal acquaintances.

8. Extended family members and personal acquaintances are responsible for making their own travel arrangements including passports, visas, transportation, food and housing, etc.

Contacts

Policy Questions: Director of International Logistics and Risk Management
405-325-1693 or helpabroad@ou.edu
Vice Provost of International Programs and Dean of College of International Studies
405-325-1396

Forms

In support of this policy, the following form(s) are included:

Minor’s Release and Acknowledgement of Rules and Guidelines – Attachment D of Minors on Campus and/or Events Involving Minors – Guidelines for the Norman Campus:

http://www.ou.edu/content/web/landing/policy/jcr%3acontent/relatedpar/download/file.res/Minors%20Best%20Practice%20Norman%202012.4.12.pdf