



# Policy Governing Visitors on CU Boulder Education Abroad Faculty-led Programs Abroad

Education Abroad  
UNIVERSITY OF COLORADO BOULDER

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The following policy concerns family and visitors on faculty-led programs while the program is in progress. A program is considered to be in progress from the first day of the students' arrival through the day of their departure.

## Visitors

No visitors or friends of either faculty or students are allowed to visit a program while it is in progress. If a student has a spouse or life partner or parent wishing to participate in the program, that person must apply and be accepted to the program, pay the full program fee, and take the course for credit. No visitors are allowed to audit classes or participate on program-sponsored activities.

## Family

The Education Abroad Office recognizes that faculty directors may decide that they want their family members to accompany them as they fulfill their professional duties in leading students on an education abroad program. Faculty directors who wish to bring family members with them should consult with the Education Abroad staff to discuss how this might impact the education abroad program. Note that in certain instances, the policy does not allow family members to join the program. In cases where space limitations exist (for example, due to housing, transportation, excursions, or classroom size), spaces on the program are reserved for CU Boulder students who have been admitted to the program, and for the faculty director who has been appointed by CU Boulder to lead the program and to teach the course.

Please note that the CU Boulder *Guidelines for Children in the Workplace and/or Classroom* available at:

<http://www.colorado.edu/policies/guidelines-children-workplace-andor-classroom> apply to Global Seminars taught abroad.

Several important issues must be considered:

1. The faculty director of an international program wears many hats: teacher, dean, academic advisor, psychological counselor, financial advisor, tour guide, secretary, even crisis manager. The workload for programs abroad is thus much higher than that of teaching a course on campus. A faculty director's first priority is to be available to the program students in any potential emergency (or perceived emergency) 24 hours a day, 7 days a week, when the program is in session;
2. Accompanying family members or companions, if not enrolled as full participants in the program, are not considered in any way to be participants in the program or representatives of the University of Colorado. Accordingly, family members/ companions may not have any official duties associated with the program (chaperone, driver, assistant, advisor, etc.). The faculty director needs to fill out and return to the Education Abroad Office the **Travel Agreement, Notice of Risk and Waiver of Responsibility** as well as the **General Notice to Participants of Risk/Waiver of Responsibility** for their family members/companions. Both available at:  
<https://www.cu.edu/risk/general-waivers-and-consent>

3. Family members/ companions are not protected by the University liability insurance for any actions taken abroad. They are urged to discuss applicable liability protection with an insurance agent to ensure that adequate coverage is in place for their overseas activities. Visiting family members are responsible for all of their expenses, including all travel and their portion of room and board.

4. Faculty directors will not be reimbursed for any expenses incurred on behalf of family members/companions. Careful records must be maintained by the faculty director to ensure separation of expenses of any family members/ companions from the reimbursable expenses of official travelers. Any additional costs incurred due to stopovers, route modifications, or mode of transport made for the convenience of the family members/ companions will be borne entirely by the faculty director.

#### 5. Program Restrictions

Although family members/companions are not participants in the program, they are expected to abide by the program policies and restrictions that are imposed for safety reasons. Family members/ companions should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants.

#### 6. Minor Children

Children under the age of 18 must be under the supervision of an adult other than the faculty director or a program participant.

#### 7. Medical Insurance

Family members/companions must purchase at their own cost the CU Boulder education abroad group medical/accident insurance coverage for the period of the program. (This coverage is provided to the faculty directors and program participants; for information on specific dates of coverage consult with CU Boulder Education Abroad.)