

WVU Education Abroad
Non-Student Participant Travel Policy for Faculty-Led Experiences

A faculty leader's primary responsibility on any faculty-led experience is their students' academic success and overall well-being. For this reason, Education Abroad does not recommend that faculty leaders invite non-student participants to join the program unless these individuals serve an integral part of the course. However, it is understood that there are times a faculty leader may have a compelling reason for a non-student participant to accompany them for some or all of the program. In these cases, the following policies and necessary approvals will apply.

Non-student participants on a faculty-led program may include, but are not limited to, a faculty leader's spouse/partners, children, or family members; faculty colleagues; staff members; University administrators; non-academic professionals; or community members from either the sponsoring or hosting locale. These individuals are not the intended audience of the program (i.e., not enrolled in the course/not receiving academic credit) but choose to participate for other reasons. They may choose to participate in all or part of the program. The presence of non-student participants must not affect the faculty leader's ability to lead the program.

**If it is believed that a non-student participant will contribute significantly to the program, the faculty leader should explore having the non-student participant appointed as co-leader and/or support staff by the sponsoring department. If the non-student participant is a WVU faculty or staff member, another option might be to cross-list the program through another department. In such cases, the non-student participant would effectively become a co-leader of the program and must abide by all applicable University policies throughout the duration of the program.*

Payment of Costs. All non-student participants must pay their own full costs to participate in the program. Faculty leaders may not include these individuals' expenses in the program budget. In some cases, due to the need for additional lodging, vehicles, individual ticket purchases, etc., a non-participant's cost may be higher than that of the program's students. Education Abroad staff can make travel arrangements for non-student participants, but such participants must pay third-party companies and vendors directly in accordance with any program deadlines.

Approval. All non-student participants must gain permission from each faculty leader running the relevant program, as well as from the Office of Global Affairs. Student participants must also be informed of any non-student participants that will be accompanying any part of a program. If the Office of Global Affairs determines that the presence of a non-student participant will be disruptive to students' academic experience, it may require modifications to the program. Since such modifications may impact program budgets and other logistics, it is imperative that faculty leader's inform Education Abroad as soon as possible if a non-student participant will be part of the program.

Insurance. Any non-student participants must register their travel with the Office of Education Abroad, including any variations in their itinerary from the rest of the program. Registration of travel ensures all non-student participants are included on WVU's international insurance plan and emergency response service.

Non-student participants (or their legal guardian in the case of an under-age participant) must sign any applicable releases or waivers of liability for the program they are joining, whether they are participating in all or part of the program.

Under-age Participants. If a non-student participant is under the age of 18 years, the faculty leader must identify a secondary, 24/7 caregiver for the duration of the program. At no time should the faculty leader be an under-age participant's primary caregiver. Caregivers must follow the same policies—including payment of costs—as other non-student participants. Under no circumstances can student participants on a program be asked to provide care/supervision for minors or other non-student participants.