GUIDELINES FOR SPOUSES/PARTNERS, CHILDREN, AND GUESTS ON UK EDUCATION ABROAD FACULTY-DIRECTED PROGRAMS

These guidelines, approved by the Education Abroad Committee of the International Advisory Council are provided to assist the faculty program director in making informed decisions related to the inclusion of spouses/partners, children and/or guests on all or any part of a faculty-directed program. Such programs are, first and foremost, academic programs and, like courses taught on the UK campus are intended to support the learning outcomes of the UK student participant. Therefore, individuals defined below are permitted to participate on a UK sponsored program but shall not detract from the academic content of the program in any way. UK Education Abroad recognizes that special circumstances may require the inclusion of the faculty program director’s spouse/partner, children and/or guests and thus, have developed the following guidelines for their participation:

1. The inclusion of spouses/partners, children and guests on all or any part of a faculty-directed program must be disclosed upon submitting the program proposal to UK Education Abroad and have the written permission of the approving/sponsoring academic unit.
2. Under no circumstances will participating UK students be responsible for supporting any expenses incurred by participating spouses/partners, children and/or guests.
3. All family members, dependents and/or guests must be enrolled as non-credit participants through UK Education Abroad.
4. Program participants are not permitted to bring accompanying guests; however, exceptions may be made for spouses/partners, children and their caregivers. Participation will be at the discretion of the program director and approving/sponsoring academic unit.
5. UK students are expected to participate in faculty-directed programs for credit; however, exceptions for UK students to participate as non-credit participants may be made at the discretion of the program director and approving/sponsoring academic unit.

- **Accompanying Children:** With the written permission of the approving/sponsoring academic unit, faculty members’ children (i.e., legal dependents under the age of 18) may accompany the program but must not interfere with the faculty member’s responsibilities for directing the program. Accompanying children who are not the faculty member’s legal dependents are not permitted to accompany the program. Program directors are required to enlist someone to assist in the oversight of accompanying children under the age of 16 so as to prevent program disruptions. These designated caregivers must enroll with UK Education Abroad as non-credit participants and pay the required application and administrative fees to UK. Participating UK students are not allowed to serve in any caregiving capacity. The faculty member shall not serve as both primary caregiver of accompanying children and program director.

All accompanying children must enroll with UK Education Abroad as non-credit participants and pay the required application and administrative fees to UK Education Abroad. The faculty member will personally assume financial responsibility for all travel and program-related expenses on behalf of the child(ren). Alternatively, accompanying children may enroll as non-credit participants and pay all associated program expenses to UK Education Abroad, less the cost of tuition.

- **Accompanying Spouse/Partner:** With the written permission of the approving/sponsoring academic unit, a faculty member’s spouse/partner may accompany the program but must not interfere with the faculty member’s responsibilities for directing the program.

All accompanying spouses/partners must enroll with UK Education Abroad as non-credit participants and pay the required application and administrative fees to UK Education Abroad. The faculty member will personally
assume financial responsibility for all travel and program-related expenses on behalf of the spouse/partner. Alternatively, accompanying spouses/partners may enroll as non-credit participants and pay all associated program expenses to UK Education Abroad, less the cost of tuition.

- Accompanying Guest(s): With the written permission of the approving/sponsoring academic unit, guests of the faculty member may accompany the program but must not interfere with the faculty member’s responsibilities for directing the program.

All accompanying guests must enroll with UK Education Abroad as non-credit participants and pay the required application and administrative fees to UK Education Abroad. The faculty member will personally assume financial responsibility for all travel and program-related expenses. Alternatively, accompanying guests may enroll as non-credit participants and pay all associated program expenses to UK Education Abroad, less the cost of tuition.

- Non-Credit UK Student Participants: UK students are expected to participate in faculty-directed programs for credit; however, exceptions may be made at the discretion of the program director and approving/sponsoring academic unit. All non-credit UK student participants are required to enroll as non-credit participants and pay all associated program expenses, less the cost of tuition. Fees will be billed via the participant’s UK student account, similar to for-credit participants.

- Spouses/Partners, Children and Guests of Participating Students: Program participants are not permitted to bring accompanying guests; however, exceptions may be made for spouses/partners and children (i.e., legal dependents under the age of 18). Participation will be at the discretion of the program director and approving/sponsoring academic unit. Accompanying children who are not the student’s legal dependents are not permitted to accompany the program. Students are required to enlist someone to assist in the oversight of children under the age of 16 so as to prevent program disruptions. Other participating UK students are not allowed to serve in any caregiving capacity.

All accompanying children, their designated caregiver and spouses/partners of UK students must enroll with UK Education Abroad as non-credit participants and pay the required application and administrative fees to UK Education Abroad. The student participant will personally assume financial responsibility for all travel and program-related expenses on behalf of the accompanying children, designated caregiver or spouse/partner. Alternatively, accompanying children, their designated caregiver and spouse/partner may enroll as non-credit participants and pay all associated program expenses to UK Education Abroad, less the cost of tuition.

Those traveling with a faculty-directed program who choose to audit the corresponding course are subject to the same requirements that apply when auditing a course on the UK campus and must complete the UK Application for Undergraduate Admission (if applicable).

Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term/session or other courses of less than a full semester’s duration). No credit can be conferred for a class audited nor is a student permitted to take an examination for credit except for the special examinations described on page 78 under Special Examinations. A student who initially enrolls in a class as an auditor must attend at least 80 percent of the classes in the course (excluding excused absences). If a student changes her or his enrollment from credit to audit, s/he must attend at least 80 percent of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite number of classes, the Instructor of Record may request that the Dean of the instructor’s college award a grade of W for that course and the Dean shall report the grade to the Registrar. No instructor is authorized to admit anyone as an auditor to any classes unless the auditor has registered as such.

- Academic Regulations, University Bulletin

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