



**Policy Title: Family Members Accompanying Short-Term Study Abroad**

**Policy Number: BU-PP 750**

**Date Issued: June 27, 2022**

**Responsible Executive: Provost**

**Date Last Revised: June 27, 2022**

**Responsible Office: Center for Global Engagement**

## **Family Members Accompanying Short-Term Study Abroad BU-PP 750**

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### **Policy Statement**

Faculty participating in short-term study abroad programs are responsible for the provision of academic instruction and duty of care to their students. This policy is designed to ensure that they are able to devote their full attention to these duties throughout the duration of the program.

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### **Reason for the Policy**

A clear policy on family members accompanying short-term study abroad programs ensures that the university is in compliance with IRS Code requirements with regard to taxable benefits; that it is fulfilling its duty of care obligations on study abroad programs; and that Baylor students are not funding travel for non-employees on Baylor trips.

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### **Individuals/Entities Affected by this Policy**

All Faculty

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### **Exclusions**

NONE

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### **Related Documents and Forms**

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#### **University Policies and Documents**

[Spouse/Family Travel](#)

[Baylor University Global Safety and Security Policy](#)

[Study Abroad Summer Compensation](#)

[Conflict of Interest Policy](#)

[Nepotism](#)

1. Family Members Accompanying Short-Term Study Abroad (BU-PP 750)

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**Other Documents**

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IRS Code

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**Definitions**

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These definitions apply to terms as they are used in this policy.

<b>Short-Term Programs</b>	“Short-Term Study Abroad” refers to academic programs less than a semester in duration, for example summer and wintermester programs, or embedded programs that occur during spring break.
<b>Family Members</b>	Spouse, parents, siblings, children, and any other relative if he or she resides in the same household as the employee OR verifiable relatives who may be dependents due to blended family situations
<b>Program Expenses</b>	Expenditures related to the academic and cultural aspects of a program that are reflected in a program budget and covered by student fees or tuition

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**Contacts**

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Questions</b>	Provost	254-710-3601	<a href="https://www.baylor.edu/provost/">https://www.baylor.edu/provost/</a>
	Vice Provost for Global Engagement	254-710-2657	<a href="https://www.baylor.edu/globalengagement/">https://www.baylor.edu/globalengagement/</a>
	Director of Study Abroad	254-710-2657	<a href="https://www.baylor.edu/globalengagement/">https://www.baylor.edu/globalengagement/</a>
	Office of General Counsel	254-710-3821	<a href="https://ogc.web.baylor.edu">https://ogc.web.baylor.edu</a>
	Internal Audit	254-710-3867	<a href="https://www.baylor.edu/ia/">https://www.baylor.edu/ia/</a>

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**Responsibilities**

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<b>Center for Global Engagement</b>	The Center for Global Engagement will: <ul style="list-style-type: none"><li>- Certify the budgets for short-term study abroad programs and the duties of faculty participants</li><li>- Confirm that family members accompanying short-term study abroad are in compliance with this policy</li><li>- Audit short-term study abroad budget reconciliations to assure that program funds have not been expended on behalf of family members accompanying a faculty member</li></ul>
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2. Family Members Accompanying Short-Term Study Abroad (BU-PP 750)

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## Principles

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Faculty may generally bring family members on summer and short-term programs as long as their presence and/or behavior does not in any way negatively affect the quality of the program. Family members are expected to abide by the same Baylor policies that apply to participants on the program. Given that all short-term program fees billed to the student are based on actual program expenses, only faculty expenses can be included in the budget. All family expenses are the responsibility of the faculty participating in the program. If appropriate, family members may join faculty leaders and the participants on program activities, but faculty leaders are responsible for any additional costs incurred as a result.

This Policy is subject to change in the sole discretion of the University, with or without notice. Nothing in this Policy is contractual, either expressly or impliedly. Where this Policy conflicts with another policy which is specific to the subject matter, the other more specific policy controls.

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## Procedures

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Upon confirmation on the part of the faculty member with the Center for Global Engagement that family members who will accompany them on international programs will do so at their own expense and will in no way interfere with the faculty member's duties of instruction and Baylor's duty of care, the faculty member may proceed with plans to bring family members on the trip. All budgets are subject to internal audit procedures and all program proposals will run through the Center for Global Engagement, who reviews, in collaboration with Procurement, University Compliance and Risk Services, the Office of General Counsel, and Finance, for best practices according to the Forum on Education Abroad.

[The Forum on Education Abroad](#) is recognized by the U.S. Department of Justice and the Federal Trade Commission as the Standards Development Organization (SDO) for the field of education abroad. As such, the Forum's responsibility is to monitor changes in our field of professional practice and maintain, update, and promulgate the Standards of Good Practice for Education Abroad according to the needs of our field. The Forum's process for developing and updating standards prioritizes the core principles of due process for standards development as identified by the American National Standards Institute (ANSI): Openness, Lack of Dominance, Balance, Coordination and Harmonization, Consideration of View and Objections, Consensus Vote and Appeals. Baylor University remains an active member of the Forum and therefore seeks to support and adhere to the Standards put forth.