

SHORT-TERM FACULTY-DIRECTED (STFD) PROGRAM GUEST & PARTICIPANT EXCEPTION FORM

www.International.MissouriState.edu/EducationAbroad

Download and save this pdf to your computer prior to completing the form below. Use Adobe Reader or Adobe Acrobat to open the file on your computer. You cannot complete and save the form inside a web browser.

This form complements the Guidelines for Guests and Participants on MSU Short-Term Faculty-Directed (STFD) Programs. The below four paragraphs are text from the [Guest Guidelines](#).

DEFINITION OF PROGRAM DIRECTOR GUEST

A program director guest may be a spouse or sponsored dependent (as defined in the University's [Benefits policy](#)). Program director guests must be within the age range for the Office of Education Abroad's medical insurance policy. Program director guests may not have any official responsibilities related to the program or program participants. Minor dependents will require an exception to the guideline per the exception paragraph listed below. A person who will assist in the facilitation of accommodations needed by a student is permitted on programs and may accompany that student to all activities

DEPENDENTS

Program director minor dependents may not participate in academic or cultural program activities per the MSU Employee Handbook [2.21 Children in the Workplace](#) It is the policy of the university that minor children in an employee's care not be present at the employee's workplace.

A PROGRAM PARTICIPANT MUST MEET AT LEAST ONE OF THE BELOW CRITERIA:

- Enrollment as a degree seeking student or a full- or part-time student the semester prior to the short-term program
- Enrollment as a community band or chorale member
- Enrollment as an Education Abroad faculty mentee
- Enrollment as an MSU faculty or staff ambassador, approved by the program director's dean and the program director's department head
- Approval as a participant per a successful petition via the STFD Program Director Guest Guideline and Participant Exception Form

EXCEPTIONS

Program directors may submit a petition for a guest or participant exception on the Guest and Participant Exception Form. The completed Guest and Participant Exception Form should be submitted to the director of the Office of Education Abroad. Exceptions to this guideline must be approved by the Education Abroad Advisory Committee in collaboration with the Vice President for Community and Global Partnerships.

DEADLINE

The deadline to request guest approval via this form is three weeks prior to the program application deadline as listed on page 3 of the Education Abroad proposal document.

Program Director Name

Program Name

Program Location(s)

Program Dates

DETAILED PROGRAM ITINERARY:

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

DETAILED PROGRAM ITINERARY, CONTINUED:

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
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Date: _____ Activity: _____
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Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

Date: _____ Activity: _____
Location: _____

I, _____, the STFD Program Director, request approval of the following guest on this program.

Name of Guest

Justification of Guest's Participation

If guest is under the age of 18, please complete the below information:

Name of Guest

Age of Guest

Guest Email

Caregiver Name

Age of Caregiver

Caregiver Email

Justification of Guest's Participation

I understand that minor dependents and caregivers are not permitted to participate in any academic activities per [Op3.04.39](#), *Individuals intending to participate in a class are not permitted to attend unless they are officially registered in those classes*. I acknowledge that this policy will be followed throughout the program.

Program Director Signature

Date

Caregiver Signature

Date

The program director must have written consent from their department head and dean prior to submitting the form to the director of the Office of Education Abroad.

Program Director Department Head Signature

Date

Program Director Dean Signature

Date