

Home Meeting with Students Request

Per the Divine Word College Policy Handbook (7.05.06), faculty must avoid inappropriate activities involving students, which could create actual or perceived conflicts of interest, including inviting students to faculty homes. This form serves as a notification of home meetings between students for faculty. **This form should be filed at-least one week prior to meeting.**

Prior written notification to the **Vice President for Academic Affairs and the Vice President for Formation and Student Life** is required for meetings in faculty homes with students. Requests must demonstrate the following:

Clear Pedagogical or Community Rationale: The activity must directly align with course learning objectives, academic advising goals, institutional mission, or official department/campus student development activities.

Voluntary Student Participation: Attendance at off-campus (non-fieldtrip) or home-based activities must be strictly voluntary. Non-attendance must never negatively impact a student's grade, academic standing, or standing within the institution.

Group Context Preferred: Activities should generally involve cohorts, class sections, or student organizations. One-on-one off-campus or home meetings are strongly discouraged and subject to heightened scrutiny.

Appropriate Venue & Supervision: The environment must be safe, accessible, professional, and conducive to academic/institutional goals.

Faculty Name: _____ Date of meeting: _____

Faculty phone contact information: _____

Student(s) attending meeting (use the back of the form if you need more room): _____

Location/Address of Meeting (Home Address): _____

Purpose of meeting: _____

Any incidents must be reported to the Vice President for Formation and Student Life immediately.

The student(s) are aware of the meeting/invitation purpose: ☐ Yes ☐ No

Faculty Signature

Date

☐ Approved

☐ Not Approved

Vice President for Formation and Student Life

Date

☐ Approved

☐ Not Approved

Vice President for Academic Affairs

Date