Student Guest Attendance Policy for Official Meetings

Approved December 17, 2025

I. General policy statement

Students may be permitted to bring a guest to official meetings with college faculty, staff, and administrators. However, students must follow specific procedures for guest attendance (whether in person or virtually) and understand that certain meetings may restrict or prohibit guest attendance. This policy does not address students' requests to bring someone else with them to a class meeting; such requests are addressed in the policy governing requests for visits to class meetings.

II. Meetings where guests may be permitted

This policy governs the request, approval, and behavior of guests at meetings with College officials, subject to approval as described in Section V of this policy, on topics such as the following:

1. Academic advising sessions
2. General academic concerns
3. Financial aid and student accounts consultations
4. Accommodation request meetings
5. Grievance proceedings
6. Academic progress reviews
7. Housing-related meetings

Policies regarding guests in Title IX, Student Conduct, and Academic Integrity-related meetings and hearings are specific to such proceedings and are published in the Student Handbook.

III. Meetings where guests may be prohibited by the relevant office or College official

The following meetings typically do not permit guest attendance:

1. Individual assessment or testing situations
2. Meetings involving confidential information about other students
3. Emergency mental health assessments
4. Meetings discussing sensitive employment matters
5. Meetings involving sensitive information about other community members

IV. Permitted guest types

The following individuals may serve as meeting guests:

- Family members
- Academic advisers
- Support persons
- Friends
- Legal counsel (Requires special advance permission. See section VII of this policy)

V. Advance notice requirements

1. Students must provide their request in writing at least 48 hours before the scheduled meeting.

2. Requests must be sent via email to the relevant office or College official and include:
    - Student's full name
    - Date and time of meeting
    - Purpose of meeting
    - Guest's full name and relationship to student
    - Intended role of guest (see Section VII of this policy)
3. If the student is a currently enrolled student, the request email must be sent from the student's Cedar Crest College email address.
4. Exceptions to the advance notice requirement may be approved or denied by the relevant office or College official, based on their professional judgement and taking into consideration the nature of the meeting and the intent of this policy.

VI. Meeting administrator rights and expectations

The College official conducting the meeting is expected to respond to the students' guest request within a reasonable enough time to allow the student to inform their guest of the decision and/or make alternative arrangements.

The College official conducting the meeting reserves the right to:

1. Modify or deny a guest request, if there is concern that the attendance of a guest would negatively impact the intent or outcome of the meeting.
2. Limit the number of guests if multiple guests are requested.
3. Remove any guest who becomes disruptive.
4. End the meeting if guest behavior interferes with the meeting's purpose.
5. Restrict guest participation to observation only.
6. Reschedule the meeting if advance request requirements were not met.
7. Request a different guest if there is a conflict of interest.

VII. Guest role and conduct expectations

1. Support-Only Role:
    - May take notes
    - May not interrupt or disrupt the meeting
2. Speaking Role:
    - May take notes
    - Participation is limited to specific agenda items
    - May not dominate the conversation or prevent direct communication with the student
3. Legal Counsel:
    - May take notes
    - May not dominate the conversation or prevent direct communication with the student
    - Must be requested at least 5 business days in advance
    - May be limited to specific types of proceedings
    - Requires secondary review and approval by a College administrator and/or legal counsel.

Student Guest Attendance Policy for Official Meetings

Approved December 17, 2025

VIII. Confidentiality

1. When requesting guest attendance at a meeting, the student is inherently granting the College official conducting the meeting permission to discuss meeting-related FERPA-protected information with the approved guest. The College official conducting the meeting has the right to decline to discuss FERPA-protected information in the meeting if the release of such information is not essential to addressing the primary topic of the meeting.
2. Guests must agree to maintain confidentiality regarding all information discussed in the meeting.
3. Guests may be required to sign a confidentiality and/or non-disclosure agreement before attending certain meetings as required by other College policies or if the meeting content is likely to involve sensitive information about other parties.
4. Violation of confidentiality principles may result in restrictions on future guest attendance.
5. Video and audio recordings by the student or guest are not permitted.

IX. Special circumstances

Exceptions to this policy may be made in cases involving:

1. Disability accommodations
2. Emergency situations
3. Religious requirements
4. Language interpretation needs