

GUIDANCE ON HOSTING MINORS AT DEPAUL

If you plan to host a high school student (under age 18) for a research project, internship, lab experience, or other university-sponsored activity, the following requirements generally apply.

1. Register the Program

Programs involving minors must be registered with the [Office of Compliance](#) at least four weeks before the program begins. Program registration includes:

- Program dates and location
- Description of activities
- Expected number and ages of participants
- List of adults interacting with the student(s)
- Requirements for faculty/staff

2. Anyone working directly with the minor must be an Authorized Adult, which requires:

- Required training (including Illinois DCFS Mandated Reporter Training)
- Agreement to the [Authorized Adult Code of Conduct](#)
- A criminal background check completed within the past four years

3. Before participation begins:

- Obtain a signed parent/guardian Release and Waiver
- Provide supervision expectations

Exceptions may include:

- IRB-approved human subjects research
- Campus tours or admissions events
- Events where the student remains under the supervision of a parent, school, or chaperone

If you're unsure, contact [Compliance](#) before proceeding.