

## College Operating Procedures (COP)



**Procedure Title:** Authorized Individuals in Classroom

**Procedure Number:** 03-0609

**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Policy n/a

Florida Statute n/a

Florida Administrative Code n/a

**Procedure Actions:** Adopted: 6/1/2010; 2/15/2011; 2/15/2018; 6/19/2025

**Purpose Statement** Clarifies persons who are authorized and permitted to attend classes.

**Guidelines:**

To support a safe and productive learning environment, class attendance is limited to enrollees, guest speakers invited by the faculty, and authorized faculty and staff.

**Procedures:**

Only those persons enrolled in a class, or those persons who have authorization to be in attendance for a particular class, will be permitted to attend the class. Authorized persons include the following:

- Course instructors and academic administrators
- Individuals who have enrolled and paid for the class
- Individuals identified by the Office of Adaptive Services that attend a course to assist an enrolled student who has a documented disability
- Guest speakers invited by the College or the instructor.
- Teaching assistants and/or anyone employed by the college and permitted by the instructor to perform a service such as Peer Mentors.

If an unauthorized visitor refuses to leave a classroom or laboratory, assistance should be sought from the FSW Police Department.