

## College Operating Procedures (COP)



**Procedure Title:** Friends or Family Members in the Classroom (Visitors)  
**Procedure Number:** 03-0609  
**Originating Department:** Vice President, Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11

**Purpose Statement:** Occasionally, a faculty member is asked by a student to allow a non-enrolled friend or family member of that student into a class meeting.

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**Guidelines:**

The information outlined below clarifies intent and provides direction for the application of said procedure.

**Procedures:**

Only currently enrolled students are authorized to be in classrooms, except for situations involving a properly documented disability. Children, friends, spouses, or other relatives are not permitted, except with permission of the professor. Field trips, science laboratories, and classrooms might incur a safety hazard or a space limitation. Each college department should provide guidelines for these special situations. Complaints regarding classroom disruption should be reported to these offices.