

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

Adopted: 06/01/10; 02/15/11

Procedure Actions:

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.

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.