

College Operating Procedures (COP)



Procedure Title: Authorized Individuals in Classroom
Procedure Number: 03-0609
Originating Department: Provost

Specific Authority:

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

Procedure Actions: Adopted: 06/01/10; 02/15/11; 02/15/18

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 Public Safety.