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Owner Milford Muskett:
VP Academic
Affairs
Policy Area Division of
Academics

Classroom Guests

Purpose

To ensure public safety;
To protect students and the University from liability.

Policy

With permission from the instructor, a person may attend a class as a guest for not more than five class meetings or 1/3 of the total, whichever is less. Neither the instructor nor the University accepts liability for the actions of guest(s) even if permission to attend the class has been granted.

Scope and Definitions

Applies to all faculty, students, and potential guests.

A guest is considered a person who is not enrolled, pays no fee and typically wishes to attend only a part of the class meetings.

Procedure

Students must obtain permission as soon as possible from the relevant instructor prior to bringing a guest to each class.

Sanctions and Notifications

Permission may be given by the instructor(s) of record either verbally or in writing.

Appeals and Deadlines

None

Record-keeping Authority and Designation

Instructors are encouraged to maintain a record of approval.

Vetting Process and Final Approval

- A. Faculty Senate - Academic Standards Committee
- B. Vice President for Academics and Academic Deans
- C. Center for Institutional Effectiveness (quality assurance)
- D. President's Executive Council
- E. President

Approval Signatures

Step Description

Approver

Date

DRAFT