



#### Administrative Policy

**Policy Title:** Classroom and Laboratory Visitor Policy  
**Policy Number:** 3120  
**Date Adopted:** 8/30/2017  
**Version:** 2.0  
**Review Cycle:** Biannual  
**Date Last Reviewed:** 08/30/2023  
**Office Responsible:** Academic Deans  
**Reviewing Committee:** Academic Council  
**Related Policies:**  
**Related Laws:**

**Policy Summary:** Campus visitors must follow established policies and guidelines when visiting service and administrative areas, including computer labs. Visitors not complying with policies and guidelines after being informed will be considered an unauthorized visitor. If an unauthorized visitor refuses to leave, assistance will be sought from Campus Safety and Security.

**Scope:** This policy applies to all individuals, college courses and campus locations.

**Policy Statement:** No person is allowed to attend a class unless the person is officially enrolled on a credit or non-credit basis or has an authorization to be in attendance for a particular class. Authorized persons may include, but are not limited to, those persons in attendance to assist students identified by the Center for Student Success, guest speakers, and/or a prospective student wishing to attend the college during an upcoming academic year.

Faculty members will have discretion relative to permitting visitors into a classroom or laboratory, consistent with departmental and institutional general rules and guidelines. Appropriate consideration should be given to issues of safety, resources, fairness, disruption, etc., before allowing such visits. Prior to allowing non-JC affiliated visitors in their classrooms, faculty should notify and obtain the approval of their dean or designee at least 24 hours prior to the class meeting. In situations in which prior notice is not possible, the dean or designee should be informed at the earliest opportunity.

#### **Change Log**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
8-21-17	1.0	New Policy	Provost
8-30/2023	2.00	Reviewed	Kandice Karl Newsome/ Dr. Todd Butler