OPERATING POLICY AND PROCEDURE

OP 34.16: Visitors in Regularly Scheduled Classes

DATE: October 15, 2007

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to visitors in classes at this university.

REVIEW: This OP will be reviewed in December of odd-numbered years by the senior vice provost for academic affairs with recommend revisions presented to the provost/senior vice president for academic affairs by January 15.

POLICY/PROCEDURE

1. All faculty who conduct classes at this university, including visiting faculty, instructors, and teaching assistants, should follow the procedures listed below.

   a. Only those registered to attend the class are ordinarily allowed in the classroom, except for invited speakers, etc.

   b. Guests (including children) of students may not attend class except with special permission of the person teaching the class. Young children are discouraged from attending class altogether.

   c. In cases of noncompliance with this policy, referrals will be made to the appropriate department chair.