

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Classroom Visitors****Merged two policies: Visiting Classroom Lecturers and Classroom Visitors****EFFECTIVE DATE: Revised and Merged February 9, 2023****Purpose**

The purpose of this policy is to establish guidelines for attendance in Southwest Tennessee Community College (“Southwest” or “the College”) classes by individuals not registered to attend the classes.

Policy

Although visitors and guests are welcome on campus, the welfare and safety of the student body, faculty, and staff, as well as the maintenance of academic programs, is of the utmost importance.

All visitors and guests must report directly to the [Police Services/Public Safety Office](#) to sign in and receive a visitor’s badge, which is always to be worn while on campus. Officers are on duty at all times that classes are offered.

I. Classroom Visitors

Except in emergencies involving the health and safety of those present, or otherwise authorized herein, faculty will not allow visitors into a classroom, laboratory, or other instructional facility while class is in progress.

Faculty members may invite outside speakers to a scheduled class to speak on a subject relevant to the course being taught. The department chair and division dean must be informed of the proposed outside speaker, prior to the speaker’s arrival on campus.

When the speaker or the topic is of interest to more than one (1) class or to other faculty members, the department chair may approve the presence of audience groups. The faculty member must report the names of the proposed audience members to [Police Services/Public Safety](#) prior to their arrival on campus. The faculty member will arrange for a room large enough for all attendees.

A bona fide student is one is admitted to the College and is officially registered for the subject class. Only bona fide students and guests of the instructor who are invited for legitimate purposes of instruction and have previously been identified as a classroom visitor to the department dean and [Police Services/Public Safety](#) may attend classes.

* Spring of 2023, two policies were merged to create this policy. The two policies were: Visiting Classroom Lecturers, 2:00:00:00/30 and Classroom Visitors, 2:03:00:00/34. Policy number 2:00:00:00/30 was retained for the combined policy.

Children of faculty and enrolled students, salespersons of books and supplies, and other unauthorized individuals may not attend or visit classes.

No faculty member is authorized to make an exception to this policy without prior approval of the faculty member's dean. If the dean approves, the faculty member must notify [Police Services/Public Safety](#) that the visitor will attend the class.

When a violation of this policy is observed, [Police Services/Public Safety](#) must be notified. It is the responsibility of this office to assess the situation and take appropriate action, which may include escorting the individual off campus.

II. Attendance for Accommodation and Similar Purposes

When an individual not registered for a course will attend class for the purpose of providing student services such as, but not limited to, notetaking:

1. The College department requesting that the individual attend the class must forward the faculty member assigned to teach the course written notice prior to the individual's attendance;
2. The department must also provide the individual with written permission to attend;
3. The individual must produce a copy of the written permission to attend upon request by the faculty member;
4. Written approval will expire at the end of the term; and
5. The faculty may have the individual removed from the classroom for the same behavior for which students may be removed.

Responsible

Source of Policy: n/a

Administrator: VP of Academic Affairs

TBR Policy Reference: _____

Related Policy: 2:00:00:00/26; 2:03:00:00/8

TBR Guideline Reference: _____

Approved: _____

President

Date: February 9, 2023