

CLASSROOM ACCESS PROCEDURES

Related Board of Trustees Policy: BP 4.3

Approval: June 2012

Revision:

Classroom Access During Class Sessions

- The only individuals permitted in a classroom during a class session are:
 - students that are registered for the course;
 - the course instructor(s);
 - tutors or supplemental instruction assistants
 - special guests or speakers granted temporary access by the instructor; and
 - College officials and their invitees while conducting their official duties.
- It is the responsibility of the instructor to ensure that unauthorized individuals are not present in the classroom during a class session.
 - Minors, including children of registered students, shall not be granted access to a class, lab, or shop except with the prior approval of the Dean or Executive Director.
 - Animals, with the exception of service animals, are not permitted in classrooms, labs, or shop areas.

Computer Lab Access

- Computer labs are not open for general use.
- General use computers are located in the Student Center, Godwin Memorial Library and the Academic Skills Centers on both the New Bern and Havelock campuses.
- It is the responsibility of the instructors that use and/or have offices near the computer labs to ensure that the labs are not being used outside of class sessions.

Classroom Access Outside of Class Sessions

- If students wish to use a classroom for study sessions or other activities, they must follow the appropriate measures for doing so.
 - Students using a classroom outside of a class session must be sponsored by a faculty or staff member.
 - The sponsoring faculty or staff member must submit a Room Reservation Request via the College website (<http://www.cravencc.edu/facultyandstaff/faculty-staff-room-reservation-form.cfm>).
 - The sponsoring faculty or staff member does not need to be present in the classroom, but he or she is responsible for the contents of that classroom and the condition in which the room is left.

Policy Purpose

- The purpose of this policy is to:
 - Promote a quality learning environment for our students without distraction or safety issues;
 - Ensure the safety of our faculty, staff, and students by having knowledge of those individuals in our classrooms; and
 - Maintain a clean and unharmed environment.

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