Policy Title: Classroom Guest Visitor Policy

Policy & Procedure Statement:

In keeping with ICOM policy and commitment to a safe, academically focused environment, we ask that you observe the following:

- Presence in the classrooms is restricted to enrolled students and/or authorized visitors with a legitimate academic purpose. Any individual not registered as a student, employed by ICOM or employed as a contractor is considered a visitor.

- Non-registered students, guests, and visitors are required to sign in at the security desk and provide a legitimate educational purpose for visiting the campus.

- ICOM faculty and instructors must ensure that the individuals present in their classes are enrolled students and/or visitors with a legitimate, authorized, academic purpose. Guests and/or visitors may not attend a class without prior permission from the Course Director and Instructor.

- Individuals under the age of 18 entering an ICOM facility must be accompanied by a parent, legal guardian, or adult representative at all times. ICOM is not responsible for unaccompanied minors.

- Guest and visitor conduct are not permitted to interfere with the ICOM educational process or our learning environment.
• Guests and visitors at ICOM are expected to abide by all campus policies, procedures and rules, including rules governing ICOM student conduct, as well as all applicable local, city, state, and federal policies, ordinances, laws, and regulations. ICOM reserves the right to remove or restrict guests and visitors from its facilities who violate these guidelines or who cause disruptions to programs, activities, services and/or classes, or for any other reason deemed necessary by the college.

When attending a class, visitors and guests are asked to observe the following classroom etiquette:

• Arrive on time and remain for the entire class
• Visitors are generally asked to refrain from asking questions and participating in discussions
• Photography and videography of any kind is strictly prohibited
• Some courses may be unavailable to visitors without notice due to examinations or other special course activities, for example anatomy laboratories and activities involving patient simulations and standardized patients.

Auditing privileges are extended only to students who have registered for the course through the Registrar’s Office. Students must be registered in a class in order to attend. This policy is strictly enforced.

Approved by:

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CAO/Dean Date

8/20/19