

300-Y Visitors and Announcements to Entering Classes in Sessions

Policy

This policy sets forth guidelines for those instances where people other than the registered students and course instructor may be in the classroom/teaching space (including videoconferencing). Except in emergent situations, it is expected that all such persons are the invited guests of the course instructor.

~~During the regularly scheduled meeting time for a course, announcements by students or others from outside the class may not be made unless the professor has authorized, in advance and in writing, that the announcement will be permitted.~~

Reason for Policy

~~To maintain order in the classroom by observing Ramapo communications procedures.~~

To set forth guidelines for non-emergent visitation and/or announcements during class, regardless of course delivery mode.

To Whom Does The Policy Apply

All Ramapo faculty, adjuncts, and professional staff who teach, and their invited guests; and students.

Related Documents

Procedure

Student Handbook

Contacts

Office of the Provost: 201-684-7532

Procedure

Visitors to the Classroom

Regular participants in a classroom session typically consist of the instructor, students registered for the course, and individuals providing disability accommodations authorized by the Office of Specialized Services (e.g., stenographers). Students who are not registered for the course are not permitted to attend.

Students should not bring guests (including other students, friends, family members) unless approved by the instructor. In addition to the instructor and registered students, invited guests of the instructor may be present. Typically, guests could be guest speakers; other instructors and academic administrators (e.g., to perform classroom observations); prospective students.

Commented [1]: Suggestion to replace w/ - Regular participants in a classroom session typically consist of the instructor, enrolled students, and individuals providing disability accommodations authorized by the Office of Student Services (such as stenographers). Attendance is not permitted for students who are not registered for the course.

Students are advised against bringing guests (including other students, friends, or family members).

Alongside the instructor and registered students, the following individuals may also attend class as invited guests of the instructor:

Visitors to the classroom should not detract from the delivery of the course content.

Visitors to the classroom must follow all procedures and laws regarding student confidentiality.

Announcements

During the designated meeting time for a course, announcements by students or others from outside the class are only allowed if authorized by the professor, ~~in advance and in writing.~~ Students should contact the professor, in advance and in writing, to request permission to make any such announcements. The instructor's decision is final.

~~Specifically, students may not interrupt a class to discuss matters unrelated to that course's curriculum as defined by the instructor~~

- ~~• unless invited or permitted to do so in advance by the instructor or~~
- when a matter of significant overall college importance requires that an exception be made to this general policy by the President or their designee.

Normally, s

Unless authorized to do so by the professor or when a matter of significant overall College importance requires interruption (as determined by the President or their designee), students may not interrupt a class to discuss matters unrelated to the course curriculum. Students should communicate with other students about non-academic announcements through posters and signs that meet college requirements, phone or e-mail "all calls" (arranged through the Dean of Students, when appropriate, ~~either to all students or to all resident students~~).

Commented [2]: @jkelly20@ramapo.edu please weigh in!

Commented [3]: Suggestion to replace w/ - During the designated meeting time for a course, announcements from students or individuals outside the class are only allowed if authorized by the professor. Students should reach out to the professor in advance, in writing, to request permission for any such announcements.

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Commented [4]: Can we just delete this paragraph - it's basically stated directly above

Commented [5]: in practice - would there ever be a situation where college authorities tell STUDENTS to interrupt a class? Wouldn't it be e.g. Public Safety?