



## **CLASSROOM VISITORS**

**Instruction, Library & Instructional Services**

**Policy Number: 2050**

### **1.0 PURPOSE**

Columbia Basin College ("CBC" or the "College") welcomes the presence of visitors who come for limited periods of time to participate in educational programs and activities, as well as those visitors who come to conduct business. The College has an obligation to students, faculty, and staff to operate and maintain the campus in accordance with CBC's mission as a higher education institution. CBC establishes this policy to preserve the academic integrity of the instruction that takes place within various college classrooms and learning environments.

### **2.0 AUTHORITY & SCOPE**

**2.1 Authority:** RCW 28B.50.140.

**2.2 Scope:** All campus instruction and learning spaces.

### **3.0 DEFINITIONS**

**3.1 Visitor** refers to anyone who is not a currently enrolled CBC student, a currently employed member of the faculty or staff, or contractor personnel working on campus. Emergency first-responders (police, fire, emergency medical technicians, and other emergency responders) are not considered to be visitors while on duty or performing emergency duties.

**3.2 Campus** is defined as all grounds, buildings, and other property owned, leased, or under the control and jurisdiction of the College.

**3.3 Classroom** is defined as any space on campus dedicated to providing instruction, including, but not limited to, traditional classroom spaces, laboratories, clinical spaces, or the research farm.

### **4.0 POLICY GUIDELINES**

#### **4.1 Guest Lectures or Non-enrolled Classroom Participants**

Faculty members are encouraged to provide students a rich educational experience, which may include inviting experts to participate in lectures or classroom activities. To ensure the quality of the learning experience, the faculty member must be present in the classroom during the guest lecture or classroom activity.

#### **4.2 Other Guests in Classrooms**

Any guest who is not providing a legitimate educational contribution to a classroom is not allowed to attend a class at CBC.

#### **4.3 Access**

Classroom visitors must have an academic or legitimate purpose associated with the mission of the College for visitation. Legitimate purposes for classroom visits

include, but are not limited to, attending at a CBC-sanctioned event, an open house, or a campus tour.

**4.3.1** In order to ensure a proper environment for learning at CBC, no individual will be permitted to bring any non-enrolled adult or child into any classroom setting at the College, whether it be a lecture class, laboratory class, community service class, or field trip, unless the visitor is a scheduled part of the curriculum and/or otherwise authorized by the appropriate dean; and

**4.3.2** Campus Security and/or campus administration may require a visitor to identify the academic or legitimate purpose associated with his or her visit and/or present a valid government-issued ID upon request. Failure to provide a legitimate purpose and/or failure to present a valid government-issued ID will immediately prohibit the visitor's presence on campus.

#### **4.4 Youth Visitors**

**4.4.1** Classroom visits for persons under the age of eighteen (18) years, and courses which expressly include children as part of the instructional process (i.e., in a laboratory arrangement whereby young children are to be observed as a part of the course outcomes) must adhere to the [Youth Programs Policy](#);

**4.4.2** In no cases are children permitted in College-owned or College-operated facilities (including the library, food services areas, lounges, and study areas) without supervision by an adult. Children are not to be left unattended on campus grounds or in vehicles; and

**4.4.3** Employees must comply with CBC policies, including the [Children in the Workplace Policy](#) when allowing their children, or minor relatives or friends to visit a classroom.

#### **4.5 Visitor Conduct**

**4.5.1** All visitors on College property are required to abide by College policies;

**4.5.2** All visitors are expected to conduct themselves in accordance with federal, state, and local laws;

**4.5.3** Visitor conduct must not interfere with the CBC educational environment. Presence in CBC classrooms are strictly limited to students enrolled in the course and/or visitors with a legitimate academic purpose. CBC faculty must ensure that the individuals present in their classes are enrolled students and/or have been invited for authorized purposes;

**4.5.4** CBC faculty must notify Campus Security and/or administration if unauthorized individuals are present in their classes. Failure to do so will result in a report being sent to the faculty member's supervising administrator for determination of an appropriate sanction; and

**4.5.5** Violation of this Policy may result in disciplinary action, up to and including, dismissal of a student, or termination of employment.

## **5.0 FORMS & OTHER RESOURCES**

[Children in the Workplace Policy](#)

[Youth Program Policy](#)

## **6.0 HISTORY & POLICY CONTACT**

**6.1 Originated:** 06/1983

**6.2 Revised:** 10/2022, 05/2023

**6.3 Proposal Date:** 03/03/2023

**6.4 Promulgation Date:** 04/03/2023

**6.5 Responsible Administrator:** Vice President for Instruction