CSN POLICY: Unregistered Persons in Class

Approved: <u>Michael D. Richards</u>   <u>May 28, 2008</u>
    CSN President   Date

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Faculty Senate Recommendation

Recommended <u>X</u> Not Recommended <u> </u>

<u>Judy Stewart</u>   <u>May 9, 2008</u>
Faculty Senate Chair   Date

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1. POLICY PURPOSE AND BACKGROUND

Numerous problems can be created when someone who is not registered for that class attends. This applies to physical or virtual classroom sessions. While there may be limited exceptions, such as special guests invited by the instructor, having only those who are registered in the class will reduce the potential for problems to arise.

2. POLICY STATEMENT

Only students officially registered by the College in a class may attend the class. This applies to physical or virtual classroom sessions. By way of example only and not limitation, this includes students not registered in that class or session of the class, friends, or family members (adults or children) of registered students, or members of the general public.

Students must attend the section of the class for which they are officially registered. It is each student's responsibility to ensure they are enrolled in each of their courses, and are listed on their respective class rosters.

Attending a section for which a person is not enrolled, either accidentally or purposefully, is not a valid reason to request a change of grade, reinstatement, or course refund.

Exceptions to this policy are departmental/college evaluations of the class or similar administrative issues, authorized disability services, and the invitation of the instructor.

Students registered for one section of a course may attend a different section of the course with the consent/invitation of the instructor for a period of time to be determined by the instructor.

3. AUTHORITY AND CROSS REFERENCES

4. KNOWLEDGE OF THIS POLICY

5. DEFINITIONS

6. RESPONSIBILITIES

7. EXCEPTIONS

8. CONTACT INFORMATION

9. HISTORY