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## **MANAGEMENT OF COURSES AND CLASSES**

### **PURPOSE**

To define policy with respect to rights and responsibilities of instructors in teaching at the University as well as on-line and other distance learning instruction.

### **DEFINITIONS**

Instructors are faculty members as defined in the Board of Supervisors Regulations and Bylaws or guest lecturers invited into classes to provide specialized instruction and teaching to students.

Teaching facilities are classrooms, studios, laboratories, seminar rooms, practice rooms, library study areas and carrels, museums, and other areas of the University campus that are appropriately determined by the course instructor to give the proper learning environment for the planned class teaching lesson, lecture or activity.

### **GENERAL POLICY**

It is the University's intent to provide in all teaching facilities an environment conducive to study and learning. The instructor of record is responsible and has the right to determine the instructional activities of each course and to provide fair and appropriate teaching environments. Any situation or department which disrupts the learning process, as determined by the instructor, is prohibited. Smoking is not allowed in any teaching facility or area at any time. Eating and drinking in teaching facilities or areas are allowed only in areas designated for those activities in individual buildings and in classes where the course syllabus provides for use of these in course activities. All animals, except those for service assistance or course instruction, are prohibited in teaching facilities.

The course syllabus must specify information to the student about the course, including course objectives, grading policies, topics, textbooks and reference materials. The instructor should include any other policies necessary for understanding the course expectations necessary for maintaining the instructional environment. Only registered students and individuals approved or invited by the course instructor are allowed to attend class and to participate in class instructional activities.

Faculty members are responsible for the enforcement of this policy in their classrooms and should report to the Building Coordinator or Department or School chair, head, or director any deviations from this policy and any observed violations of this policy. In the latter case, the instructor or class will not be held responsible for infractions caused by others. A list of Building Coordinators is available from the Office of the Vice President for Finance and Administration and CFO.