

**Policy Number/Title:** 2.2.36 Visitors in the Classroom  
**Effective Since:** 04/19/2021  
**Last Revision Approved:** 04/19/2021  
**Responsible Office:** Academic Affairs

---

### **1. Scope:**

This policy applies to faculty.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

For security and safety reasons, it is important for instructors to know the names of the students and visitors who are sitting in their classrooms. All persons who attend courses must be properly admitted and registered for those courses, including anyone wishing to audit a course.

### **4. Procedures:**

One-time visitors who are participating in an approved admissions/recruiting activity or who have been invited by the instructor may attend a class without registering for the course. Winthrop students wishing to bring visitors to a class session must receive instructor permission at least twenty-four (24) hours in advance of the intended visit.

### **5. Resources:**

This section was intentionally left blank.

### **6. History of Revisions:**

04/19/2021      Minor Revisions



04/01/2013      Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: