

In an effort to protect the integrity of the classroom and limit college and district liability, faculty members are reminded the MiraCosta Community College District has a prevailing no audit policy (Board Policy 4070—Course Auditing). This means only students whose names appear on the class roster and who are officially enrolled are authorized to be in the class (with an understanding that during the regular enrollment period, this is in flux while students are trying to obtain permission codes to add courses). Another board policy and administrative procedure govern student enrollment limitations and priorities (Board Policy/Administrative Procedure 5055—Student Enrollment Limitations and Priorities).

This administrative procedure addresses situations that involve visitors to the classroom (i.e., individuals who are not enrolled or trying to add the course section).

Opening Class Sessions to the Public

Occasionally circumstances arise that merit opening an individual class session to a wider audience, such as students from other classes or members of the public who may benefit from hearing a guest speaker.

This procedure pertains to an exceptional class meeting for a course that does not have a public interaction component (as identified in the course outline of record), and the meeting occurs within the scheduled classroom during the scheduled class time; it does not pertain to having a class attend an on-campus event during the scheduled class time that occurs in a location other than the scheduled classroom. Even if the instructor has helped arrange the event, if the event does not occur in the scheduled room during the scheduled time, the class session is not deemed open to the public. Instructors who wish to open a select class session to outside attendees shall communicate their intention at least twenty (20) business days beforehand to their department chair, dean, and the students enrolled in the class. This timeline enables requests for accommodation (as per the Americans with Disabilities Act) to be made to the director of risk management at least ten (10) business days in advance of the event.

- A. Exceptions to this timeline must be approved by the appropriate instructional dean and the director of risk management.
- B. Students who are unable to attend an open session due to compelling reasons (e.g., a safety concern) shall be excused from attending and provided an alternate activity or assignment to substitute for the missed session without penalty.

Effective Date:	6/10/16, 5/14/20, 8/5/21
Periodic Review:	--
CCLC Update:	--
Steering:	AAC / AS

- C. The instructor shall make necessary arrangements for the open session, such as securing a room and technical support, and consult with the department chair, dean, and other departments as