

Title of Policy	Visitors in the Learning Setting
Policy Number	2.4.10
Category	2 - Student Affairs
Approval Body	College Policy Committee
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Director Student Affairs
Approval/Effective Date	October 2023
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CONTEXT AND PURPOSE

College of the Rockies (the College) recognizes the importance of families and friends in the lives of its students. This policy defines when visitors may be present in learning settings such as classrooms, labs, or online learning platforms.

SCOPE

This policy covers all College courses, on or off campus, in learning settings as defined in this policy.

DEFINITIONS

Guests of the College: Guests of the College include people who may be on campus by invitation or for participation in approved activities such as student-for-a-day experiences, camps, recruitment activities, and/or guided tours of the facilities.

Learning Setting: The physical space in which learning occurs as part of college programs, such as classroom, lab, study room, simulation room, or other learning setting including online learning platforms used for course delivery.

Minimal Risk: The principle of minimal risk is one in which “the probability and magnitude of possible harms” associated with one’s presence in a learning setting “is no greater than those encountered by the participant in those aspects of his or her everyday life” in similar settings. The instructor assessing minimal risk has a special responsibility to consider the protection of vulnerable individuals. (Adapted from Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2.8B)

Persons with an Approved Educational Role: Persons with an approved educational role include guest speakers, personal care attendants, aides/facilitators, lab assistants, interpreters, and College employees.

Visitor: A person not registered in the course who does not have an approved educational role in the learning setting. Examples of visitors may include minor children, adult dependents, parents, siblings or other relatives, friends, and other College students.

POLICY STATEMENTS

- A.** In general, learning settings such as classrooms, labs, simulation rooms, study rooms, and online learning platforms are not appropriate places for a visitor. Where there is minimal risk, the instructor may grant permission as an exception to this general rule for one of the following categories:
- A. 1 Minor Children and Adult Dependents**
- In a personal emergency, and if there are no other alternatives, students may have non-student minor children or adult dependents in the classroom for brief periods with the instructor's prior consultation and approval. Such arrangements are temporary and may be granted only when the student and instructor have considered and addressed the factors in Section B below. The student must then always supervise the non-student visitor.
- A. 2 Other Visitors**
- The instructor may grant permission to any person to visit the class. The instructor need not include visitors in class activities. Visitors shall not attend class regularly.
- B.** Persons with an approved educational role will be permitted in the learning setting including the following:
- B. 1 Approved Care Attendant**
- Accessibility Services may authorize a personal care attendant for a registered student.
- B. 2 Approved Educator**
- The instructor may, with the Department Head's approval, authorize a person to attend one or more classes for an educational purpose or project. Approved educators may include researchers, student teachers, interns, and guest speakers among others.
- B. 3 Approved Support Service**
- Aides, lab technicians, interpreters, and other employees of the College may be assigned to a learning setting by the College as needed.
- C.** The exceptional circumstances under which a student may include a visitor in a learning setting should be established in advance and agreed to in writing considering the following factors:
- C. 1** The student's willingness to always supervise the visitor and accept full responsibility for any resulting damage to property or injury to persons.
- C. 2** The principle of minimal risk to the visitor. Safety is a primary concern for the students, visitor, supervisors, and the College.
- C. 3** The risk of a breach of confidentiality for students or clients they engage with as part of their learning.
- C. 4** The potential to disrupt the learning setting and/or create an atmosphere that is not conducive to learning.

- C. 5 Other relevant factors based on the instructor's judgement.
- D. Visitors are not permitted where safety and/or confidentiality concerns exceed the principle of minimal risk. Examples include, but are not limited to:
- D. 1 Laboratories or specialized work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gases, sharp objects, lasers, research animals, hazardous wastes, or other environmental hazards,
 - D. 2 Interactions with clients,
 - D. 3 Power plants, shops, mechanical rooms, confined spaces, and food preparation areas,
 - D. 4 Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment,
 - D. 5 Areas with excessive noise, temperatures, or pollutants that require protective equipment,
 - D. 6 College vehicles, heavy duty or other motorized equipment, and
 - D. 7 Any other high-risk areas (rooftops, construction zones, etc.).
- E. Guests of the College may be permitted in labs or other areas described in Section D above provided the risks are controlled to a minimal risk level and include close supervision.
- F. Visitors who disrupt the learning environment may be required to leave at the discretion of the instructor.

RELATED POLICIES AND SUPPORTING DOCUMENTS

Reference: Adapted from Guidelines for Non-Student Visitors in the Learning Setting, University of Colorado School of Medicine

[2.4.4 Student Conduct - Policy.pdf \(cotr.bc.ca\)](#)

- [2.4.4 Student Conduct - Procedures - Academic Conduct Report Procedure.pdf \(cotr.bc.ca\)](#)
- [2.4.4 Student Conduct - Procedures - Appendix B Student Misconduct Report FILLABLE.pdf \(cotr.bc.ca\)](#)

[2.4.9 Student Feedback and Concerns - Policy.pdf \(cotr.bc.ca\)](#)

- [2.4.9 Student Feedback and Concerns - Procedures - Employee Guidelines.pdf \(cotr.bc.ca\)](#)
- [2.4.9 Student Feedback and Concerns - Procedures - Student Guidelines.pdf \(cotr.bc.ca\)](#)
- [2.4.9 Student Feedback and Concerns - Procedures - Formal Complaint Form.pdf \(cotr.bc.ca\)](#)

[5.2.1 Facilities Usage - Policy.pdf \(cotr.bc.ca\)](#)

- [5.2.1 Facilities Usage - Procedures - Room Booking Request Form Fillable.pdf \(cotr.bc.ca\)](#)
- [5.2.1 Facilities Usage - Procedures - Facilities Usage Fees.pdf \(cotr.bc.ca\)](#)
- [5.2.1 Facilities Usage - Procedures - Facilities Usage Fee Waivers.pdf \(cotr.bc.ca\)](#)
- [5.2.1 Facilities Usage - Procedures - Master Gym Work Order Form](#)
- [5.2.1 Facilities Usage - Procedures - Track Booking Request Form.pdf \(cotr.bc.ca\)](#)