



## **AOP 10.08 - Classroom Regulations**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure an understanding among students and faculty on regulations governing the use of classrooms.

### **REVIEW**

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

### **POLICY/PROCEDURE**

1. Tobacco Use In Classrooms: Mississippi State University regulations prohibit tobacco use in classrooms. Please refer to the Policy on the Use of Tobacco on Campus, OP 91.301.
2. Classroom Allocation: Classes are scheduled for certain rooms by the Coordinator of Curriculum and Scheduling in the Office of the University Registrar. Maximum efficiency will take priority in the class scheduling process. With certain exceptions involving specialized equipment, departments do not have exclusive use of any classroom. Room changes are made only through the Coordinator of Curriculum and Scheduling. Faculty are not authorized to make changes on their own initiative and without prior approval. Such changes are requested through a faculty member's department head and dean to the Coordinator of Curriculum and Scheduling, so that all records are in agreement.
3. Issuance of Access to Buildings: Ordinarily, academic buildings are locked at 10:00 p.m. Staff members desiring to remain in the buildings or to enter them after this hour may secure access from the person designated for each building. Academic deans can identify these persons.
4. Facility Alterations: Alterations are not to be made to physical facilities or properties of this University without prior approval of Facilities Management. Likewise, changes or additions to mechanical, electrical, or other such service must first be cleared with Facilities Management. In addition, alterations to seating capacity shall not be made without prior approval from the Office of the Registrar and the Office of Environmental Health and Safety.
5. Cell Phones and Electronic Devices in the Classroom: In order to limit classroom disruptions, as well as to protect against academic misconduct, the use by students of cell phones, messaging devices and other electronic devices is prohibited in the classroom unless authorized by the instructor.

**APPROVED:**

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

12/17/2015  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President

12/17/2015  
Date

/s/ Cody P. Coyne  
President, Robert Holland Faculty Senate

12/18/2015  
Date

**REVIEWED BY:**

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

12/21/2015  
Date

/s/ Joan Lucas  
General Counsel

02/03/2016  
Date

**APPROVED:**

/s/ Mark Keenum  
President

04/26/2016  
Date