A O P  1 0 . 0 8

A C A D E M I C  O P E R A T I N G  P O L I C Y  A N D  P R O C E D U R E

M E M O R A N D U M

All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

T O:

Operating Policy and Procedure Manual

D A T E:

August 24, 1989

S U B J E C T:

AOP 10.08 - Classroom Regulations

P U R P O S E

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

R E V I E W

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.

P O L I C Y / P R O C E D U R E

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 Curriculum & Scheduling Specialist in the Office of the University Registrar. With certain exceptions involving specialized equipment, departments do not have exclusive use of any classroom. Room changes are made only through the Curriculum & Scheduling Specialist. 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 Curriculum & Scheduling Specialist, so that all records are in agreement.

3. Issuance of Key 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 keys 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 the Physical Plant Department. Likewise, changes or
additions to mechanical, electrical, or other such service must first be cleared with the Physical Plant Department.

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.

### RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Position</th>
<th>Section</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Provost for Academic Affairs</td>
<td>Review</td>
<td>2015</td>
</tr>
</tbody>
</table>

APPROVED: August 1989  
Reviewed: January 1990  
Reviewed: January 1992  
Reviewed: February 1998  
Revised: July 2005  
Revised: July 2011

APPROVED:

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs  
07/13/2011  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President  
07/19/2011  
Date

/s/ Meghan Millea  
President, Robert Holland Faculty Senate  
08/26/2011  
Date

REVIEWED BY:

/s/ Lesia Bryant  
Office of Internal Audit  
09/06/2011  
Date

/s/ Joan L. Lucas  
General Counsel  
09/12/2011  
Date

APPROVED:

/s/ Mark Keenum  
President  
10/14/2011  
Date