

MISSISSIPPI STATE
UNIVERSITY
Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: August 24, 1989

SUBJECT: 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 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

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2015

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

APPROVED:

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

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

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

REVIEWED BY:

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

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

APPROVED:

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