

## Guidance Regarding Unauthorized Individuals in the Classroom

Members of the faculty have the right and the responsibility to manage their classrooms. While guests may be invited or approved by faculty to attend class sessions, the presence of unauthorized individuals can disrupt the learning process and create safety concerns. Classrooms are not public spaces and unauthorized individuals may not access them without appropriate permission. In the event an unauthorized individual is present in the classroom, faculty are advised to take immediate action.

### Suggested Actions:

1. Request that the unauthorized individual leave the classroom; if they refuse, faculty are encouraged to either excuse themselves or announce a short break and call Public Safety at 718-997-5912/5911. To enhance access to Public Safety, all employees should save these numbers on mobile devices.
2. Faculty who have an experience with an unauthorized individual in the classroom but choose not to call Public Safety should send a written report to Public Safety, copying their respective Chair and Dean.
3. In case of an emergency or fear of imminent harm, **call 911 immediately**. Public Safety is connected to the 911 system and will be alerted as well.
4. Faculty are discouraged from propping classroom doors open using trash cans, desks, or other items.

The College Public Safety website is located here <https://www.qc.cuny.edu/ps/> and you can find a PowerPoint with useful information here <https://www.qc.cuny.edu/ps/wp-content/uploads/sites/56/2021/02/Public-Safety-Safeguards-at-Queens-College.pdf>

**IMPORTANT NOTE:** Do not act in lieu of or ahead of Public Safety; do not try to physically remove an individual. Please await appropriate support.