

# Classroom Protocol

## AA\_AO\_CL\_25

Responsible Officer  
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Responsible Office  
Vice Chancellor  
Approving Body  
Board of Trustees  
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### Policy Statement

It is expected in the academic environment that certain courtesies will be observed.

### Policy Procedures

- Classrooms that are rearranged for certain activities should be returned to normal.
- Equipment should not be removed from class. If you remove something in an emergency, please return it immediately at the end of class.
- Once a projector bulb needs replacing, immediately submit a technology email request to [techhelp@carolinau.edu](mailto:techhelp@carolinau.edu).
- Do not extend your class until it extends into the next class.