



Refer to Section {G}  
{Student Affairs & Financial Aid}Unit  
**Procedure for {G 3 – Children on Campus}**

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In order to operate offices in an efficient, businesslike manner and to provide classroom settings with as few distractions as possible, children of employees and students are not to be brought to offices and classes during working hours and classes.

1. It is the responsibility of staff supervisors and faculty division chairs to see that this policy is carried out effectively.
2. Faculty members are responsible for seeing that this policy is carried out effectively with students on campus and in classrooms.
3. Temporary exceptions may be granted by the President with prior approval.