

# AURORA COLLEGE

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## **POLICY**

Aurora College shall provide access to instructional equipment for instructional purposes.

## **PRINCIPLES**

1. The College believes in supporting quality programs and services with resources, including instructional equipment.
2. Students will be treated fairly and equally regarding access to instructional equipment needed to complete their programs/courses.
3. Access to the use of College instructional equipment is an earned privilege.

## **PROCEDURES**

1. Approval will be given by the Director or designate before use of the instructional equipment is allowed. Priority of use is as follows:
  - a) course instruction
  - b) student use
  - c) staff use
  - d) authorized personnel
2. Any person using the instructional equipment will comply with the rules for instructional equipment usage.
3. The Director is responsible for publishing the Campus Protocol.
4. Students, staff and authorized personnel with prior authorization may gain access to instructional equipment outside regularly scheduled, supervised classes subject to approval by the Director or designate.
5. Instructional equipment may not be removed from the College property without the permission of the Director or designate.