Rock Valley College

RVC Board Policy 2:20.060

Office Doors/Windows

The purpose of this policy is to allow visibility into offices to promote the safety of Rock Valley College faculty, staff and students.

I. Office doors with a single glass pane and/or upper glass pane in doors with two panes and/or walls with a door-length pane glass within three feet of the door must remain clear in accordance with the following:
   A. Four-inch strip (or width of glass if less than 4 inches wide), from top to bottom, shall be clear of coverings of any type.
   B. Remainder of upper glass pane may be covered with posters, curtains, etc., providing the covering is approved by the Divisional Vice President.

II. Lower glass pane in two-pane doors: no coverings of any type shall be permitted.

III. Any variation must allow clear view into an office and must be approved by the Divisional Vice President.

IV. No coverings of any type shall be permitted on exterior glass panes of offices.

Reference: Administrative Policy 231
Implemented: July l, 1988
Revised: April 8, 2014; October 28, 2025