

Revision Responsibility: Vice President, Williamson Campus & External Affairs

Responsible Executive Officer: Vice President, Williamson Campus & External Affairs

Source/Reference: [TBR Policy 1:03:02:50](#)

[Policy 07.11.01](#)

PURPOSE

To define policies for visitors at all Columbia State campus locations in order to promote safety, security, and a good learning environment.

POLICY

I. Visitors

- A. A visitor is defined as any person without direct affiliation with the College as an employee, faculty member, or student.
- B. All non-students must have instructor approval prior to visiting classrooms.
- C. Non-student visitors may not be in any of the computer labs at any time, unless the Associate Vice President for Information Technology has given formal authorization.
- D. Non-student visitors may not be in laboratories or other hazardous areas (as defined by the College or individual College personnel) at any time, unless a member of the College staff escorts them for brief business visits.
- E. Any person present on one of the College's campuses shall provide adequate identification upon request to appropriate officials and/or security personnel of the College.
- F. Visitors to the College will comply with all laws and College policies in regards to personal conduct while on campus.
- G. Minors on Campus is addressed in [Policy 07:11:01](#).

PROCEDURES

- I. When a violation of this policy is observed, the Student Affairs Office will be notified.
- II. It is the responsibility of the Vice President for Student Affairs, or his/her designee, to make an assessment of the situation and take appropriate action.



Revised: December 6, 1994; October 25, 1995 (titles updated); January 4, 2001(new policy format); August 7, 2002 (to clarify the definition of a minor in the policy statement II.E. and to add I.E. to the policy statement); July 16, 2004 (updated titles in student services & enrollment management area and renumbered policy from 06-11 to 07:11:00); February 6, 2012 (TBR policy 03:02:02:00 deleted and new policy established, new policy format and updated titles); Revised March 2019; updated and accepted by Cabinet December 2020; minor revisions done, approved and signed by the President August 2021.