

IV:30:04 DESIGNATED HOURS OF CAMPUS OPERATION AND PRIORITY CAMPUS ACCESS

I. Purpose

To provide a uniform basis upon which the college can regulate hours of campus operation and priority campus access.

II. Background

The campuses and facilities of Volunteer State Community College (VSCC) are governed by the Tennessee Board of Regents (TBR) and are restricted to students, faculty, staff, guests, and invitees of the college except when part or all of the campus, its buildings, or facilities are open to the general public for a designated time and purpose. All persons on campus are subject to all rules and regulations of TBR and VSCC, which are applicable to all federal, state and local laws and regulations.

III. Definitions

For the purpose of this policy, the following definitions shall apply:

1. Student - a person who is currently registered for a credit course or courses, non-credit course or program at the college, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.
2. Guest – a person invited by a student, official, or employee of the college to visit the campus at a specific time and place.
3. Affiliated Group or Organization – an officially registered student group or organization, or a group or organization funded by and/or sponsored by the college, or a group of faculty or other employees of the college approved by the president. The term shall include any alumni association, booster club, etc., which is organized and operated for the benefit of the college.
4. Non-affiliated Group or Organization – any group or organization which is not an “affiliated group or organization.”
5. Affiliated Individuals – persons connected with the college including the college’s students, faculty, staff and guests.

6. Non-affiliate Individual – a person who is not an “affiliated individual”.
7. Priority Campus Access – requested by a faculty/staff member that requires a student or volunteer to complete assignments, projects, or assist in the operation of the radio station and commercial studio outside of classroom instruction time, during the hours of 6am-11pm - Monday through Friday and 8am-4pm on Saturdays.
8. After-hours include Monday through Friday after 11pm and before 6am; on Saturdays after 4pm and before 8am; and on Sundays and officially recognized holidays/administrative days of closure.

IV. Designated Hours of Operation and Business

VSCC Campus Hours of Operation are generally defined as Monday through Friday 6:00 a.m. to 11:00 p.m. and 8:00 a.m. to 4:00 p.m. on Saturday. Business hours are generally defined as Monday through Friday 8:00 a.m. to 4:30 p.m. On Saturdays, access to faculty, staff, and students who are not meeting in scheduled classes will be subject to the provisions of this policy. All campus sites are closed on Sundays and officially recognized holidays/administrative days pursuant to TBR guidelines.

Some offices/facilities/campuses may have individual hours, which may vary at different times of the year.

V. Access to Campus

VSCC controls access to campus facilities at all times to maintain a safe and secure campus and to support the orderly administration of its educational mission for the benefit of its students, staff, and affiliated activities. The Campus Police Department is charged with enforcing the hours of campus operation and priority campus access. The Campus Police Department controls access to campus facilities during closed hours to maintain a safe and secure campus. Individuals, such as Campus Police/Security officers and the custodial staff, whose normal duty requires them to be on campus after campus hours, are exempt from this policy. Individuals involved in special events after campus hours such as guest speakers, performers, theater productions, sporting events, etc. are exempt from this policy. The Campus Police Department will be made aware of these events through Virtual EMS/Room Scheduler and other internal communications.

VI. After-hours Access to Campus

Any person who is on campus after campus hours and when the campus is closed must be prepared to provide an adequate form of identification to a Campus Police/Security officer upon request. Anyone who fails to provide an adequate

form of identification will be requested to leave the College and if they refuse, shall be subject to disciplinary action, lawful removal, and prosecution.

Employees must report in person or by telephone to Campus Police when arriving and leaving campus. Upon arrival, all faculty and staff must provide the Campus Police with their name, specific workplace location, and expected time of departure. Upon departure, faculty and staff must notify Campus Police.

After-hours access is not permitted at off-campus locations.

VII. Student or Volunteer Priority Campus Access

Student/volunteer priority campus access to a building and/or room is given at the discretion of the College for academic purposes and is primarily intended for those who have unique academic needs. Students will not be permitted priority campus access to laboratories or other rooms that contain equipment where safety and security is of concern unless a staff/faculty member is present. Request for priority campus access must be initiated by the overseeing faculty/staff member, and approved by the appropriate division dean, the Vice President of Academic Affairs, and the Chief of Campus Police. The division dean, Vice President of Academic Affairs, and the Chief of Campus Police may designate an individual to approve/sign the Priority Access Request Form in times of their absence pursuant to VSCC Policy I:01:07 Delegation of Authority/Signature Authorization Policy.

Priority Campus Access Request Forms may be obtained from the Campus Police Department and are also available on the website. The form must be completed in its entirety and returned to the Campus Police Department for final approval prior to access being granted. Access is granted only for the current semester; a new form **must** be completed each semester. Those receiving priority campus access must present a current student ID/Volunteer access card upon the request of appropriate authorities (college faculty, staff and Campus Police). No one under the age of 18 is allowed on campus after-hours.

VIII. Responsibilities of Priority Campus Access

All students and volunteers must have an approved Priority Campus Access Request Form on file with the Campus Police Department before access can be provided. All students and volunteers who have been granted priority campus access to a building and/or room during the College's normal operating hours (Monday through Friday - 6:00 AM to 11:00 PM and Saturday - 8:00 AM - 4:00 PM) must notify Campus Police upon arrival to said building/room and again when leaving said building/room. Campus Police/Security personnel will allow access only to the location(s) approved on the Priority Campus Access Request Form.

When granted priority campus access to a building and/or room, each person is responsible for maintaining a safe and secure environment. While in the building and/or room, each person should pay attention to their surrounds and immediately report any property damage, suspicious activity/persons, or misconduct to Campus Police.

IX. Priority Campus Access Policy Violations

Violations of this policy include but are not limited to:

- Loaning Access Card.
- Altering of cards, damaging, tampering with or vandalizing any College lock or security device.
- Propping of doors.
- Admitting unauthorized persons into building and/or room.
- Failure to report a lost card within 24 hours.
- Failure to adhere to the terms and conditions of the overseeing faculty member.

Persons in violation of this policy will lose priority access for the remainder of the semester and may face sanctions as outlined in the Student Handbook. Volunteers and visitors will also be held accountable to all College policies while utilizing campus facilities.

VSCC Source: April 20, 2003, President's Cabinet; January 6, 2009, President's Cabinet; January 9, 2009, President's Cabinet; November 17, 2014, President's Cabinet.