

**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](#)

## **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 nonstudents must have instructor approval prior to visiting classrooms.
- C. Nonstudent 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. Nonstudent 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 security personnel of the Institution.
- F. Visitors to the College will comply with the laws and College policies in regards to personal conduct while on campus.
- G. Minors on campus policies are addressed in Policy 07:11:01.
- H. All campuses are closed from 10:00pm until 5:00am and visitors are not allowed unless given special permission.



---

**PROCEDURES**

- I. When a violation of this policy is observed, campus security or the campus director should be notified.
  
- II. It is the responsibility of the Chief of Public Safety 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 approved by Cabinet December 2020 and signed by the President., revised, reviewed and accepted by the cabinet approved and signed byt the present July 2024*