

Revision Responsibility: Associate Vice President for Student Services  
Responsible Executive Officer: President

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

## **PURPOSE**

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

## **POLICY**

### **I. Visitors**

- A. All nonstudents visiting any Columbia State campus location for two or more consecutive days should obtain a visitor's vehicle decal. Visitors to the Columbia campus should contact the office of student services. Visitors to the centers and sites should contact the center or site director.
- 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 of 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. All persons on a College campus shall provide adequate identification upon request to appropriate officials and security personnel of the institution.

### **II. Minors**

- A. Students and employees are not allowed to leave minors unattended at any of the College's campus locations.
- B. Minors are not allowed to accompany parents to class without the prior approval of the instructor.
- C. Individuals who bring minors to any Columbia State campus location must maintain custody of the minor(s) while on that campus and assume full responsibility for the actions and safety of the minor(s).
- D. Any organized College activity involving minors must be approved by the president of the College or his or her designee prior to the initiation of the activity.

- E. For purposes of this policy, a minor is anyone whose age is 0 months to 17 years of age, except for those students who are at least 16 years of age and have a valid driver's license who wish to use the library or those who are enrolled as a dual enrollment student.

## **PROCEDURES**

- I. When a violation of this policy is observed, the office of student services will be notified.
- II. It is the responsibility of the associate vice president for student services or his or 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)*