

Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President’s Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Overnight Guest Policy
Department/Organization	Student Affairs
Policy Editor	Matthew Robison
Request Type	New <input type="checkbox"/> Amended/Edited <input checked="" type="checkbox"/> Removed <input type="checkbox"/> Reviewed Only <input type="checkbox"/>

OBJECTIVE (Briefly state your purpose.)

Periodic Review of Policy for Currency and general update

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

Discussions with Provost Council, Academic Council, Student Life staff and Cabinet.

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Once review and updates are approved by the President or designee, an email will be sent to all faculty/staff including the revised approved policy.

Authorizations

Chair/Dean/or Supervisor Signature and Date: Matthew K. Robison, Ph.D. Digitally signed by Matthew K. Robison, Ph.D. Date: 2022.04.13 11:23:56 -04'00'

Cabinet Sponsor (VP) Signature and Date: C. Jeffery Knighton Digitally signed by C. Jeffery Knighton Date: 2022.04.14 11:37:23 -04'00'

President Signature and Date: Kirk A. Nooks Digitally signed by Kirk A. Nooks Date: 2022.04.20 11:51:40 -04'00'

***Policy Template must be submitted with this form.**

Overnight Guest Policy

Policy:

The Office of Housing and Residence Life, through the Overnight Guest Policy, offers the opportunity for a residential student to have an overnight guest in her/his respective residence hall room. The Overnight Guest Policy may vary depending on the structure/design/purpose of a specific residence hall hallway, wing, or building.

Procedure:

A. Overnight guest guidelines:

- Overnight guests may be male or female.
- Overnight guests must be 17 years of age or older.
- Overnight guests are only allowed Friday – Sunday.
- Overnight guests must leave the residence halls by 4pm on Sunday.
- Overnight guests are allowed no more than two (2) weekends per month within each semester.
- Overnight guests will not be approved for more than a 48 hour stay at one time.
- Overnight guests are not allowed during holidays or during semester breaks.
- Overnight guests are not allowed during the first or last two weeks of a semester.
- Overnight guests must be registered in advance (3 days before the designated date) with the Office of Housing & Residence Life.
- No more than one overnight guest can be registered to a resident at one time.

B. Unescorted overnight guests are not allowed in the residence halls at any time (e.g., lobbies, computer labs, resident rooms, snack areas, hallways, laundry areas, etc.).

C. Residents who share space with other residents must be considerate of their room/suitemates when having overnight guests into their rooms.

D. Any resident who has been found responsible for a Student Code of Conduct violation involving drugs or alcohol will lose overnight guest privileges for the remainder of the semester of the violation.

E. Any resident who does not follow proper check-in procedures, upon the second violation, will lose overnight guest privileges for the remainder of the semester of the violation.

F. The Office of Housing and Residence Life reserves the right to immediately remove any non-resident, guest from the residence halls and/or campus due to conduct and/or behavior that violates outlined housing, college, USG, local, state, federal policies, procedures, and/or laws.

G. Residents are responsible for the conduct of their overnight guests at all times and could face Student Code of Conduct charges for any inappropriate, unacceptable, and/or unlawful conduct of their guests.

H. In order to register an overnight guest, a resident student must:

- Contact the Housing and Residence Life Office to obtain an overnight guest request/link 3 days before desired stay (host resident must communicate and confirm guest stay with roommates signature and photo copy of guest identification-State Issued/DL).
- Follow-up with the HRL Office 1 – 2 days before the start date regarding approval or denial of guest request.
- Carry guests' approved pass/email notification at all times and present pass when requested by any College official. Resident students must escort guests at all times during stay.
- Escort guest from designated room/building on final day of stay no later than 4pm (Sunday).