

## 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.

<b>Policy Title *</b>	Residence Hall Visitation Policy
<b>Department/Organization</b>	Student Affairs
<b>Policy Editor</b>	Matthew Robison
<b>Request Type</b>	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.)

Review other USG institutions visitation policies. Discussions with Provost 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.)

Gordon State College website  
 Guide to Highlander Living

### 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 11:23:24 -04'00'

**Cabinet Sponsor (VP) Signature and Date:** C. Jeffery Knighton Digitally signed by C. Jeffery Knighton  
Date: 2022.04.14 11:38:08 -04'00'

**President Signature and Date:** Kirk A. Nooks Digitally signed by Kirk A. Nooks  
Date: 2022.04.20 11:52:14 -04'00'

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

## Residence Hall Visitation Policy

### Policy:

The Office of Housing and Residence Life, through the Visitation Policy, offers the opportunity for a residential student to bring another individual (i.e., other resident or non-resident) into her/his assigned residence hall room who is not officially assigned to that room or suite. This non-assigned individual shall be known as a guest and each resident may have up to two, co-ed guests at one time. The Visitation Policy may vary depending on the structure/design/purpose of a specific residence hall hallway, wing, or building. The Visitation Process is a privilege not a right of a resident student, and in general, the following procedures apply.

### Procedure:

A. Visitation shall be available to resident students—

- Sunday – Thursday, 10am – 2am. Between 10am and 2am, resident students can check-in up to two, co-ed guests to her/his residence hall room. Residents are responsible for their guest(s) at all times and must escort them at all times. After 2am, a resident student not in her/his assigned room must return to her/his room and all non-residents must leave residence halls. There are no overnight stays permitted Sunday – Thursday.
- Friday – Saturday, 10am – 4am. Between 10am and 4am, a resident student can check-in up to two, co-ed guests to her/his residence hall room. Residents are responsible for their guest(s) at all times and must escort them at all times.
  - Friday/Saturday overnight guest stay is a separate process and must be approved in advance by the Office of Housing and Residence Life (See the overnight stay policy).
  - No minors (under 17) allowed as guests for overnight stay.

B. Residents must check in (e.g., resident and guest must have photo identification as part of this process) all guests at the residence hall front desk or floor desk. Residents must check in guests regardless of whether a staff person is monitoring the desk.

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

D. Residents who share space with other residents must be considerate of their room/suitemates when bringing guests into their rooms. Overnight stays must be discussed in advance.

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

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

G. 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.

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