UNAUTHORIZED ACCESS

Section: Safety and Security

Policy: No student or staff member shall make unauthorized entry on or into any university facility, building, office, attic or roof or other university property.

Purpose: This policy requires all staff and residents to be within only their authorized areas.

Scope: This policy applies to all residents, staff, domestic partners, spouses or dependents of live-in staff that have access to the residence hall(s).

Procedure:
I. Upon employment, staff members are given keys and card access to the areas to which they should have access. Refer to the Staff Access to Buildings Policy for specific guidelines regarding building access.

II. Students are authorized to be in the residence hall of which they are a resident.

III. Unless employed by University Housing, residents are not allowed access to restricted and non-residential areas in the residence halls.

IV. If a resident is changing residence halls, they will have a 48-hour grace period in which they may access both their old and new halls.

V. Individuals who do not follow these guidelines will be documented and may be referred through a student conduct process.

Reviewed: March 16, 2018
Revised: April 2016