



**RU Policy No. 9.1**

**Responsible Division:** Finance and Administration/CFO (Campus Safety & Transportation)

**Originally Issued:** 06/2017

**Last Revised:** 08/2017

**Revised Effective Date:** 08/2017

**Student Residence Guest Access Policy**

***Policy Statement***

In recognition of Roosevelt University's responsibility for the safety of its students, particularly those who reside in University residence halls, the purpose of this policy is to provide adequate building security for the student residence floors in the Wabash Building.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), but shall not include contractors and volunteers.

***Policy***

Floor 15 and Floors 20 through 31 of Roosevelt University's Wabash Building ("Student Resident Floors") are student resident floors.

No person shall access the Student Resident Floors except for student residents, the authorized guests of student residents, and authorized Employees shall be allowed access to the Student Resident Floors. A guest of a student resident is "authorized" when Campus Safety has approved the person for access to the Student Resident Floors. An Employee is "authorized" when they have a current and functioning ID card that provides them with access due to their role in working for or directly supporting Residence Life (e.g., campus security, Residence Life staff, facilities staff). No person shall provide access to the Student Residence Floors to any person who does not have authorized access. A student resident who receives an authorized guest shall accompany that guest at all times during their visit.

A student who violates this Policy is also in violation of the Student Code of Conduct. A member of the Roosevelt community who is neither a student nor an Employee (e.g., contractor, visitor, or volunteer) and who violates this policy shall be subject to such procedures as are necessary to prevent such conduct from recurring, up to and including severance of the member's relationship

with Roosevelt and being banned from its campuses. An Employee who violates this policy shall be subject to disciplinary action up to and including termination of employment in accordance with procedures applicable to such Employee. The University reserves the right to contact the police or other authorities and to pursue any other remedies that the University deems necessary and appropriate in the particular situation.

***Entities Affected by this Policy***

All Divisions of the University.

***Related Documents***

Any procedures adopted as authorized and approved by the Divisions below.

***Revision and Implementation***

The Vice President of Finance and Administration shall have the authority to revise this Policy, subject to the approval of the President's Executive Council.

The following shall have the authority to establish any procedures necessary to implement this Policy:

- The Vice President of Finance and Administration (and/or, as authorized by the VP, the Associate Vice President of Campus Planning and Operations and the Director of Campus Safety and Transportation); and
- The Vice President of Enrollment Management and Student Affairs (and/or, as authorized by the VP, the Associate Vice President of Student Affairs and Dean of Students).