

**SECTION:****SUBJECT:** NSU Regional Campus Visitor Policy

## **NSU Regional Campus Visitor Policy**

### **I. Policy Statement and Purpose**

Nova Southeastern University (“NSU”) welcomes the presence of visitors who come for limited periods of time to participate in educational programs and activities, as well as those visitors who come to conduct business. The regional campuses of NSU have an obligation to students, faculty and staff to operate and maintain regional campus facilities in accordance with NSU’s mission as a higher education institution. NSU establishes this policy to preserve the academic integrity of the school and to ensure the safety and welfare of all members of the regional campus communities.

### **II. Scope and Definitions**

This policy applies to any visitor of an NSU regional campus, as well as, all NSU regional campus students and employees.

Any individual not registered as a student, employed by NSU or employed as a contracted vendor is considered a visitor. Visitors include, but are not limited to, non-registered students, friends, spouses, children, guest speakers and NSU-sanctioned event participants.

The NSU regional campus locations are as follows: Fort Myers, Florida; Jacksonville, Florida; Miami, Florida; Miramar, Florida; Orlando, Florida; Palm Beach, Florida; Tampa, Florida; and San Juan, Puerto Rico. This policies applies to all areas and property of each campus, including but not limited to, student lounges, fitness centers, computer labs, study rooms, faculty and employee offices, designated employee areas and parking garages/lots.

### **III. Policy Guidelines**

1. Access
  - a. Campus visitors must have an academic or legitimate purpose associated with the mission of the school for visitation. Legitimate purposes include, but are not limited to, scheduled meetings with NSU admissions and/or administration; registration for an NSU-sanctioned event; attendance at an NSU-sanctioned event or an open house; and/or for prearranged guest speaking or lecturing obligations.
  - b. NSU Public Safety and/or campus administration may require a visitor to identify the academic or legitimate purpose associated with his or her visit and/or present a valid government-issued ID upon request. Failure to provide a legitimate purpose



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and/or failure to present a valid government-issued ID will immediately prohibit the visitor's presence on campus.

- c. Access for visitors is limited to regular business hours or to the hours of a specified NSU-sanctioned event.

2. Minors

- a. Individuals under the age of 18 are not permitted on campus unless the minor is accompanied by an authorized adult and the minor is attending an NSU acknowledged program, sanctioned event, admissions visit or official campus visit authorized by an NSU college, school or department. An authorized adult is any individual, age 18 or older, paid or unpaid, who interacts with, supervises, chaperones, hosts or otherwise oversees minors in educational and/or recreational program activities. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants.
- b. If permitted on campus, affiliated minors must be accompanied by an authorized adult at all times and never left unattended. NSU is not responsible for unaccompanied minors.
- c. Exceptions to this policy require a written request for approval from the Dean of the respective college, the Vice President of Regional Campus Operations and/or Campus Directors.

3. Visitor Conduct

- a. Visitors must be escorted at all times when on NSU campus property. NSU campus property includes, but is not limited to, all NSU buildings, outdoor space, and parking garages/lots. NSU students and employees are not permitted to loan, transfer or give possession of their NSU Sharkcard to anyone.
- b. Visitor conduct must not interfere with the NSU educational environment. Presence in NSU classrooms is strictly limited to students enrolled in the course and/or visitors with a legitimate academic purpose. NSU students must obtain permission in writing from Academic Program Leadership (Dean and/or Program Directors) or Campus Directors, of which must be presented to the Campus Administration prior to presence in the classroom. NSU faculty and instructors must ensure that the individuals present in their classes are enrolled students and/or have been invited for authorized purposes. NSU faculty and instructors must notify security and/or administration if unauthorized individuals are present in their classes. Failure to do so will result in a report being sent to the faculty member's leadership for determination of an appropriate sanction.



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- c. All visitors must abide by NSU policies, procedures and rules, including the NSU rules governing student conduct.
- d. All visitors must abide by the ordinances, laws, and regulations of the city, county, state, territory and country.

**IV. Violations and Accountability**

NSU maintains the right to remove or restrict visitors from its facilities who violate guidelines or cause disruption to any program, event, activity, service or class. NSU maintains the right to order a visitor to leave all or any part of campus and may order a visitor to remain away from the campus or designated area until specifically authorized to return. Any visitor who does not comply with such requests or orders may be subject to the legal consequences of non-compliance, including, but not limited to, arrest and punishment for trespass and disorderly conduct.

NSU students and employees should expect to be held responsible for the behavior of any of their unauthorized visitors, including but not limited to liability for any damage caused by the visitors to campus facilities.