

ADMINISTRATIVE POLICY  
**VISITOR CODE OF CONDUCT**

*This policy pertains to community.*

The Visitor Code of Conduct is designed to promote and preserve a safe environment for all who attend and participate in College-sponsored events or use College services and facilities. Visitors are subject to federal and state laws, county and municipal ordinances, and applicable policies and procedures of the College. Visitors are expected to act responsibly and respect the rights of the College community regardless of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status and any other category protected by federal, state, or local law.

**Application and Scope of Jurisdiction**

This policy extends to all individuals who do not meet the definition of staff or students. This would include visitors to campus, contractors and subcontractors, applicants for admission, and former students who are not currently registered.

**Responsibilities of Visitors**

Visitors are responsible for complying with all applicable College policies and procedures that apply to staff and students in relation to conduct while on College property. Visitors will exhibit behavior, conduct, and demeanor that aligns with the educational mission, goals, or interests of Fox Valley Technical College. Visitors are expected to conduct themselves in such a manner as to not interfere with the educational process at the College.

Visitors must be present for a legitimate purpose in relation to the College's educational process, for a function presented or hosted by the College, or to utilize the College's facilities or services that are available to the public for their intended purpose. Visitors are not permitted to reside on College property outside of business hours unless prior authorization is granted by a manager in Security Services. All personal items brought onto College property must remain with the owner at all times or be stored in a locker. Personal items brought onto College property must not take up an unreasonable amount of space or cause a mess.

Violations may result in disciplinary actions as described below.

**Violations**

Security Services is responsible for addressing violations of College policy by visitors or guests. Depending on the nature and severity of the violation, Security Services may ask a visitor to leave, issue a verbal or written warning, issue a Letter of No Trespass which will remain in effect for a period of no less than one year from the moment it is ordered, or contact an applicable local law enforcement agency.

Any visitor issued a Letter of No Trespass may submit an appeal to the Vice President for Student Success or their designee who will make a final determination of whether the issuance of the letter is warranted.

## **Appeal Process**

Appeal requests must be made in writing to the Vice President for Student Success or their designee within five (5) business days after the receipt of the Letter of No Trespass. A visitor may appeal based upon new evidence that was unknown or unknowable at the time of the investigation and decision to issue the Letter of No Trespass.

The appeal must include the following information:

- The name, address, and telephone number of the party filing the appeal
- A clear statement explaining the nature and circumstances of the appeal, including the new evidence, and the reason the Letter of No Trespass should be rescinded.

The Vice President for Student Success or their designee will notify the visitor of the appeal hearing date within three (3) business days after receipt of the written appeal.

Appeals will be conducted in accordance with the following guidelines:

- The visitor will be provided an opportunity to present evidence relevant to the issue(s) on appeal.
- The visitor and the College have the right to be assisted by legal counsel at any time during the appeal process.
- The Vice President for Student Success or their designee will issue a decision within ten (10) days of the conclusion of the appeal hearing.
- The preponderance of evidence (“more likely than not”) standard will be used to evaluate the merits of an appeal.
- Decisions will be provided in writing and based solely on the evidence presented during the appeal hearing and will include a summary of the evidence and reasons for the decision.
- Appeal decisions shall be final.

The College recognizes the right of all parties involved in an appeal hearing to a fair and equitable process. Falsification, distortion, or misrepresentation of information during the course of a College investigation or appeal hearing may result in indefinite prohibition from the property.

*Adopted: 02/20/23*

*Reviewed: 01/31/23, 07/30/24*

*Revised: 08/12/24*