Policy: Access to University Facilities Policy
KSU Policy Category: Facilities Services

1. Policy Purpose Statement

To protect Kennesaw State University (KSU) community and property, the Access to University Facilities Policy requires vetting of those accessing University facilities. This policy also complies with the Board of Regents (BoR) of the University System of Georgia (USG) existing policy regarding background investigations and positions of trust.

2. Background

This policy was issued in 2011 to implement consistent requirements and enforcement for granting access to University facilities.

3. Scope (Who is Affected)

- KSU employees, including, but not limited to, full-time and part-time employees, student assistants, interns, or research assistants.
- KSU students with access to Elevated Risk areas, and/or access to confidential or sensitive information or services.
- Registered Visitors with access to University facilities and/or access to Elevated Risk areas or confidential or sensitive information or services. Registered Visitors include, but are not limited to, vendors, contractors, and visiting faculty.

4. Exclusions or Exceptions

The following are excluded from the requirements of this policy:

a. KSU students who require door access to fulfill academic or programmatic requirements;
b. Officials and personnel responding to a campus emergency, or security and safety crisis situation; and
c. Individuals attending KSU-designated public events and activities held on campus and/or in University facilities.

5. Definitions and Acronyms

**Background Investigation:** An investigation to include, but not limited to, credit, motor vehicle registration, and criminal background check. For example, KSU may also designate when the
access requested requires confirmation of social security number, financial background, credentials, and employment history as part of the background investigation.

**Elevated Risk:** Elevated Risk locations are secured with an electronic lock that can be audited and contain one or more of the following: hazardous materials or equipment, financial assets, sensitive data, significant physical assets, or University infrastructure.

**Registered Visitor:** An individual who is not a registered student or paid as an employee via KSU payroll but who will be conducting business on campus for more than seven calendar days and will be granted greater access to KSU facilities than that of the general public.

6. **Policy**

**Employees:** As a condition of employment, KSU employees hired and paid through applicable Human Resources processes, including, but not limited to, full-time and part-time employees, student assistants, paid interns, and research assistants, are required to successfully complete applicable background check screenings based on their job function(s) as reviewed against University System of Georgia employment policies. Based on a successful background check, employees are eligible to obtain door access to the University’s facilities.

**Registered Visitors:** All Registered Visitors who require access to University facilities and/or access to secure areas or confidential or sensitive information or services must submit to a background investigation. Based on a successful background check, Registered Visitors are eligible to obtain door access to the University’s facilities.

The KSU Door Access department manages the procedures for requesting access to University facilities (links to procedures provided below).

KSU Human Resources manages employee hiring procedures and the background investigation process (links to procedures provided below).

7. **Associated Policies/Regulations**

   a. USG *Human Resources Administrative Practice Manual*, Employment, Background Investigation (https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Background_Investigation_Employment.pdf)

8. **Procedures Associated with this Policy**

   b. Registered Visitor Job Aid (https://hr.kennesaw.edu/docs/registered_visitor_job_aid.pdf)

9. **Forms Associated with this Policy**
a. Registered Visitor Form  

b. Door Access Request  
   (http://dooraccess.kennesaw.edu)

10. Violations

Individuals found in violation of KSU’s Access to University Facilities Policy are subject to a range of sanctions, including, but not limited to, disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Office of the Vice President of Administration will review the Access to University Facilities Policy annually.