



Policy Title	Access to University Facilities
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Responsible Office	Vice President for Operations and Chief Business Officer (CBO)
Contact Information	Auxiliary Services and Programs/Card Services Phone: 470-578-3436 Email: idservices@kennesaw.edu

1. Policy Purpose Statement:

The purpose of this policy is to assure that the Kennesaw State University (KSU or the University) community and property are protected when granting access to University facilities. This policy provides guidelines to assure that access to University facilities is properly vetted by the designated offices. 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 assure consistent requirements and enforcement for granting access to University facilities.

3. Scope (Who is Affected)

- Long-term Visitors (LTVs) with after-hours access to University facilities and/or access to secure areas, information, or services. This includes but is not limited to vendors, contractors, and visiting faculty, interns, or research assistants.
- KSU students with after-hours access to secure areas and/or access to secure information or services.

4. Exclusions or Exceptions

The following are excluded from the requirements of this policy:

- a. KSU employees.
- b. Officials and personnel responding to bona fide campus emergencies or security and safety crisis situations.
- c. Individuals attending KSU designated public events and activities held on campus and/or in University facilities.

5. Definitions and Acronyms

Approver: KSU dean or department director approving the LTV access request and signing the KSU Long-term Visitor Form and/or Student Access Request Form.

After-hours access: Access to University facilities not open to public after 5:00 p.m. Monday through Friday and/or on weekends or holidays.

Background Investigation: An investigation to include but not limited to credit, motor vehicle registration, or 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.

Long-term Visitor (LTV): An individual who is not a KSU paid employee or registered student and who is expected to be on campus for more than four calendar days.

Positions of Trust: Positions that involve interaction with children, master access to facilities, access to financial resources, including but not limited to purchase cards (p-cards), delivery of patient care, access to patient information, or that have been otherwise identified by KSU.

Sponsor: KSU employee responsible for coordinating and submitting the required KSU Long-Term Visitor Form and/or Student Access Request Form; background investigation form; an access request information to Card Services; Human Resources, and/or the Facilities locksmith.

6. Policy

All LTVs who require after-hours access to University facilities and/or access to secure areas, information, or services must submit to a background investigation. All students who require after-hours access to secure areas, and/or access to secure information or services, must also submit to a background investigation. A KSU dean or department head must also sign and approve the KSU Long-term Visitor Access Form and designate a KSU sponsor for the LTV. Granting access is conditional pending the result of the required background investigation.

Procedure

The KSU Card Services department manages the LTV procedures and links to the procedures, KSU Long-term Visitor Form, and KSU Student Access Form (provided below).

KSU Human Resources manages the background investigation process and the link to the background request form (provided below).

7. Associated Policies and Regulations

- a. [USG Human Resources Administrative Practice Manual: Employment, Background Investigation](#)

8. Associated Procedures

- a. [KSU Card Services Long-term Visitor Procedures](#)
- b. [USG Business Procedures Manual 3.1.3 Background Checks of Vendor Employees](#)

9. Forms Associated with This Policy

- a. [KSU Long-Term Visitor Form](#)
- b. [KSU Student Access Form](#)
- c. [State of Georgia/Database Systems International \(DSI\) Background Request Form](#)

10. Violations

Individuals and KSU employees serving as sponsors or granting access who are found to be in violation of this 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 Access to University Facilities Policy is reviewed annually by the Office of the Vice President for Operations/Chief Business Officer or his/her designee.