

<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: XXXXXXXXX	PAGE NUMBER Page 1 of 1
	CHAPTER: Student Services Policies	
	SUBJECT: Persona Non Grata This policy outlines when the University may issue a Persona Non Grata to an individual.	
RELATED POLICIES: OFFICE OF PRIMARY RESPONSIBILITY: Office of Student Services	EFFECTIVE DATE:	
	SUPERSESSSION: Created October 13, 2015	
	Dr. Beverlee McClure President	

I. POLICY

It is the policy of Adams State University to govern the development and distribution of ASU policies. Each office administrative head, or designee shall have a copy of the operation manual and a copy of this policy so it is accessible to all employees.

II. PURPOSE

This policy is designed to maintain a safe environment for the University community. Individuals who disregard University policy or laws on the University campus may be barred from all or part of the University.

III. DEFINITIONS

Persona Non Grata Status: For the purposes of this policy, “persona non grata (PNG) status” refers to the subject of a PNG Notification who has exhibited behavior that has been deemed detrimental to the University community and thus is no longer permitted to frequent or be present in any or specified University locations.

Persona Non Grata Notification: For purposes of this policy, “persona non grata (PNG) notification” refers to the letter issued to the subject describing the University facilities to which the subject is denied entry and the terms and duration of any restrictions.

IV. PROCEDURES

The President, VPSS and/or the Chief will review the available information in accordance with the conditions listed above. When the President, VPSS and/or the Chief determine(s) that a PNG Notification shall be issued to an individual, the President, VPSS or the Chief will issue the notification. A PNG Notification will include the terms and duration of any restrictions.

The subject of a PNG may submit a written appeal; this appeal should explain why the PNG should be lifted or modified. The appeal must be submitted to the Vice President for Finance and Administration. The Vice President for Finance and Administration or designee will render a written decision within ten business days of the receipt of the appeal. The decision will uphold, modify, or lift the existing PNG. While the appeal is pending, the appellant must abide by the terms of the PNG already issued.

POLICY STATEMENT

1. The Adams State University Board of Trustees delegated to the University President authority to adopt policies and procedures as are reasonable and necessary for the proper conduct of the operations and activities of the University. For the purpose of this policy, the President also delegates responsibility for issuing Persona Non Grata (PNG) to the Vice President for Student Services (the VPSS) and/or the ASUPD Chief of Police (the Chief).
2. This policy applies to non-students and non-employees only.

3. Student disciplinary action will be handled through the procedures described in the Student Code of Conduct outlined in the Student Handbook. The term “student” means any person who is currently enrolled in undergraduate and/or graduate courses, whether full-time or part-time, was enrolled in the previous semester and/or is registered for a future semester, or is a new student at Orientation.
4. Employee disciplinary action will be handled through the procedures described in the Classified Employee Handbook, Exempt Employee Handbook, or Faculty Handbook. The term “employee” means any person who is currently employed by Adams State University.
5. A person may be issued a PNG by the VPSS or the Chief that will be in effect for a specific or indefinite period of time for all or part of the University facilities in the following situations:
 1. Use of University facilities in a manner inconsistent with the facility’s purpose;
 2. Disruption of University programs, services or activities;
 3. Interference with the educational mission of the University;
 4. Threats or other behaviors that pose a risk to the safety and security of the University community;
 5. Engaging in illegal activities;
 6. Violation of a specific University policy.

Consequences of Non-Compliance - The individual in violation of the terms of the PNG may be arrested by a Fort Lewis College Police Officer for trespass.

V. RESPONSIBILITY

OFFICE OF PRIMARY RESPONSIBILITY:

1. Office of the President
2. Office of Student Services
3. ASUPD Chief of Police

VI. RELATED POLICIES:

NON-STUDENT POLICY – Student Handbook pg 19

Persons on campus who are not students or employees of the University are required to adhere to the Code of Conduct when on the campus or grounds of the University or participating in University -sponsored activities. All persons on University property are required, for reasonable causes, to identify themselves upon the request of a University official acting in the performance of duties. The University reserves the right to exclude those persons deemed detrimental to its well-being or incompatible with its functions as an educational institution. Violations of University policies by non-students may bring about sanctions, including but not restricted to:

1. Persona non gratis status: An order by the University, either permanent or of specified duration, to not enter the grounds or buildings of the campus, after reasonable attempt to notify the individual of the basis for the order and an opportunity to be heard on the matter by a designated University official, and/or
2. Restitution for any damages to the property of the University, student, faculty or staff, and/or
3. Civil action, and/or
4. Referral of charges to the Office of the District Attorney or to a court of record.

VII. AUTHORITY

VIII. HISTORY

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