



Administrative Policy

Policy Title:	Classroom Access: Central Campus
Policy Number:	3112
Date Adopted:	1/3/2013
Version:	4.0
Review Cycle:	Biennial Date
Last Reviewed:	11/05/20
Office Responsible:	Academic Deans Reviewing
Committee:	
Related Policies:	NA
Related Laws:	NA

Policy Summary: Classroom Access, Central Campus

Jackson College Central Campus controls access to classrooms, prep rooms and labs by issuing identification card access (a.k.a. swipe card access) to authorized personnel, to ensure the safety and security of Jackson College students, staff and faculty, as well as to safeguard College assets and personal property. Violations of the Classroom Access Policy may result in loss of access privileges.

Scope

This policy applies to any Central Campus classroom, prep room or lab that is secured by a swipe card locking device.

Policy Statement

Full-time Faculty: Access is granted to all full-time faculty for Central Campus general classrooms in which they are scheduled to teach for the current semester. Access to specialized classrooms within a department (i.e., science labs, health labs, etc.) is determined at the departmental level.

Adjunct Faculty: Adjunct faculty are granted access to classrooms, prep rooms and labs in which they are scheduled to teach during the current semester.

All standard access privileges will be imported into the door access control systems by the Jackson College security department on a per-semester basis.

Specific guidelines for proper use of identification cards are as follows:

1. It is prohibited for faculty members to access Central Campus classrooms, prep rooms or labs during times that they are not scheduled.
2. Should a faculty member require access to a room during a time that he or she is not scheduled, the faculty member must contact the building coordinator or the College scheduling department to ensure room availability and to place a reservation. It should not be assumed that because a room is vacant, it is



available.

3. Faculty members may not lend their identification cards to any other person.
4. Under no circumstances will individuals be allowed to provide access to a classroom, prep room or lab to unauthorized individuals. No student(s) shall be allowed access to a classroom, prep room or lab without faculty or staff supervision. Faculty members accessing a classroom, prep room or lab will be held accountable for securing the entrance door after they have gained access. Classroom doors will not be propped open or otherwise compromised when the classroom is not being utilized.
5. If a Jackson College identification card is lost or stolen, the academic dean, building coordinator and Jackson College security must be notified immediately of the loss or theft so the card can be disabled to prevent unauthorized use.

Date of Change	Version	Description of Change	Responsible Party
3/2013	1.0	Initial Release	E. Young/C. DeGroot
2/19/14	2.0	Update	Provost
12/10/2015	3.0	Update for style guide	D. Schissler
11/5/20	4.0	Review	VP Academics/Student Services