

## **Ban from Campus of Non Students: Procedure Guidelines**

There occasionally arises the need to attempt to prevent non-Rutgers University students, or non-students from entering our campuses or our facilities as a result of disruptive or illegal behavior committed on university property or at university events. This includes such facilities as residence halls, recreation facilities and fields, libraries, campus centers, classrooms, museums, and administrative buildings, as well as the university bus system. The purpose of this memorandum is to clarify and standardize how staff should request a ban on a non-student and how such bans will be communicated and enforced.

In an effort to streamline and standardize the process among all units and departments, the following steps are recommended;

- (1) Contact RUPD so that the identity and address of the suspect can be determined.
- (2) Commit the facts to paper or e-mail and have this information forwarded to the Office of Student Judicial Affairs, Bishop House, College Avenue Campus, New Brunswick NJ, 08901. Attention: Ban Request (you can also contact the office at 732-932-9414 or [judaff@rci.rutgers.edu](mailto:judaff@rci.rutgers.edu) )
- (3) Outline the basis of the request for the ban from campus.
- (4) If they are known to be students from another institution of higher learning, please provide that information.
- (5) Provide your contact information.

The Office of Student Judicial Affairs will make a determination on the request for a ban, and if approved, notify the individual or individuals involved that they are banned from campus, or in some cases, from certain facilities, campuses or buildings.

This ban places the individual on notice that should they be found on university property, they may be subject to arrest for trespass. It also places known student friends of the individual on notice that they may also be subject to sanctions, including a loss of housing privileges, should they aid or assist in the commission of a trespass in violation of the ban.

Copies of the ban notice will be placed with the RUPD, the appropriate facilities managers, the appropriate department directors or heads, and any other unit or department deemed appropriate by the Office of Judicial Affairs. Please provide me with the names, titles, and phone numbers of any staff member who will serve as a contact person for your department, unit or division. Please keep this office updated with any changes of contact personnel. If you encounter any banned individual, contact RUPD at 732-932-7211. RUPD will then confirm the status of the ban and proceed accordingly.

This ban does not, however, prevent an individual from subsequently applying for admission or transfer to the university. This ban may have to be modified should the person involved subsequently be admitted to the university. This will be done by the Office of Student Judicial Affairs.

If you have any questions, please direct your questions to the Office of Compliance, Student Policy Research and Assessment at 732-932-7109 or at [cspc@rci.rutgers.edu](mailto:cspc@rci.rutgers.edu). Or to the Office of Student Judicial Affairs.