

# No-Trespass (Ban) Policy

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## I. PURPOSE

The purpose of this policy is to establish guidelines for issuance of a no-trespass (ban) notice to a person who is, has been, or is threatening to be present on college property and who has engaged, or is reasonably likely to engage, in criminal activity, a violation of college policy, or conduct that is or may be deemed to be threatening, disruptive, or violent. A no-trespass notice, a ban notice, constitutes an official prohibition against entering college property.

## II. SCOPE

This policy applies to all undergraduate students, graduate students, staff, faculty, alumni/ae, vendors, and visitors.

## III. POLICY STATEMENT

The College has substantial and meaningful ties to the surrounding communities. For this reason, even though the entire campus is private property, most outdoor areas and some buildings on campus are, in a general sense and during normal business hours, "open to the public." At the same time, the College is committed to safeguarding the people who learn, research, live, work and visit here, ensuring the safe operation of college activities, and protecting college assets. Therefore, the College can restrict access to buildings and outdoor areas during non-business hours. The College exercises its right to deny access to some or all college property after a determination is made that a person has engaged, or is reasonably likely to engage, in criminal activity, a violation of college policy, or conduct that is or may reasonably be deemed to be threatening, disruptive, or violent.

A no-trespass notice remains in effect until modified or withdrawn in writing by an authorized college official. Regardless of whether a no-trespass notice is issued, any person deemed to have committed a crime may be arrested by law enforcement and referred for prosecution. For the purpose of this policy, "college property" includes all indoor and outdoor spaces owned or leased by or from the College, including but not limited to all buildings that constitute Goucher College.

Any person who violates a no-trespass notice may be arrested and charged with criminal trespass under the [Maryland Criminal Code](#).\*

## IV. DEFINITIONS

**Authorized College Officials:** Those officials who are authorized to issue an administrative no-trespass notice by virtue of their institutional responsibility for the College's buildings, grounds, or other facilities, as well as their designees, as follows, or as otherwise designated by the Vice President for Campus

Operations, Dean of Students, Director of Campus Safety and Administrator on Call, on behalf of the Vice President or Dean.

**No-Trespass Notice:** An administrative or policy-issued written directive or notice, sent by an authorized college official by letter or e-mail, or personally delivered by the college's Department of Campus Safety, or designed, notifying an individual or group that they are prohibited from entering the college campus, restricting access to such areas as residence halls or recreational facilities, or to named areas or facilities on campus during certain days/times.

**Trespassing:** Occurs when a person enters or remains on college premises after an authorized college official or Campus Safety officer notifies that person verbally or in writing that the individual's entry or presence is prohibited. Trespassing also occurs when a person enters or remains on college premises with posted prohibited sign or placard.

## V. PROCEDURES

Persons who have engaged or are perceived to be likely to engage in criminal activity, a violation of college policy, that results in conduct that may reasonably be deemed threatening, disruptive, or violent may be issued a no-trespass notice. However, the College is committed to safeguarding all the members of its community, ensuring the safe operation of college activities, and protecting college assets.

- A. The notice may be given verbally or in writing at the time of the concerning conduct. Later a written notification will be sent to the banned person via email, first-class mail, and/or certified mail. Generally, a written no-trespass notice will inform the person of the following:
  1. That they are barred from all college property or parts of college property (specifying the portion, if applicable);
  2. the duration of the ban;
  3. the reason for the ban;
  4. that if they return to college property (or the designated portion), they are subject to arrest for criminal trespass; and
  5. that no-trespass notices are effective immediately.
- B. Designated officials within the following college administrative units are authorized to issue a no-trespass notices: Offices of Campus Safety, Vice President & Dean of Students, and Human Resources.
- C. No-trespass notices are circulated to college officials and others on a need-to-know basis.
- D. The College also has the authority, exercised in its reasoned judgment, to ban current employees, students, and visitors from using existing resources and facilities. For example, under the College's student accountability processes, any student who receives a disciplinary suspension is automatically banned from college property and prohibited from using all college resources. Likewise, the College may ban an employee on an interim basis if they are deemed to pose an imminent threat to college property or operations, the safety or well-being of others, or otherwise has engaged in unacceptably disruptive conduct.

## **VI. APPEAL PROCESS**

A person who has received a no-trespass notification may send a written appeal by directing the request to the Office of Campus Safety within 15 days of receiving the notice. If the appeal is denied, the person may re-appeal after twelve (12) months from notice of denial. An appeal must include the reasons for the review request, a complete and candid explanation for the conduct that precipitated the no-trespass notification, and the basis for the desire to be on college property. Subsequence appeals must occur at least a year apart. Appeals must be submitted along with any information the person wishes to be considered. A substantive determination on the petition is made by the relevant office (see section VII, Responsibilities) and communicated in writing within thirty days of receipt. Until the notification is modified or withdrawn, the no-trespass notice remains in effect during and after the review process.

## **VII. RESPONSIBILITIES**

The following administrators may issue a no trespass notification:

- Vice President for Student Affairs
- Dean of Students
- Administrator on Call, on behalf of the Vice President for Student Affairs, Associate Vice President for Student Well-Being and Dean of Students
- Director of Campus Safety and/or the Campus Safety Manager
- Office of Title IX

## **VIII. RESPONSIBLE OFFICE**

For more information or questions about this policy, please contact the Office of Campus Safety at [officeofcampussafety@goucher.edu](mailto:officeofcampussafety@goucher.edu).

## **IX. HISTORY**

Adopted: October 2022; Updated: June 2024