

Procedure 6.1601

Visitor Complaint Procedure

Visitors to the Beaufort County Community College campus, college sites or college sponsored activities are defined as those individuals who do not meet the definition of “student” or “employee”. Visitors, including prospective students, are expected to conduct themselves as responsible adults. Failure to do so may result in being banned from the campus. Appropriate criminal charges for violations of law on campus property may be filed. The Beaufort County Community College campus police will make initial investigations of the following prohibited acts:

1. Interruption of or interference with normal operations of the College,
2. Destruction, damage, or misuse of College property,
3. Possession, use, or distribution of alcoholic beverages, illegal drugs, or weapons,
4. Physical or mental abuse of another person,
5. Theft of another’s property,
6. Any other violation of College policies and procedures pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Likewise, College employees are expected to conduct themselves in accordance with Colleges policies and procedures when dealing with visitors to the campus.

In the event that a visitor has a complaint regarding their treatment by any College employee while on campus or in their official college capacity, the visitor may file a written complaint with the President’s office, setting out the specific facts upon which the complaint is based and submitted within two weeks of the said incident. The President shall investigate the allegations contained in the complaint and shall render a decision in writing within 30 business days of receipt of the visitor’s written complaint.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Procedure

Cross References: [Campus Conduct Policy](#)

History

Senior Staff Review/Approval Dates: 10/7/14, 7/25/2016

Board of Trustees Review/Approval Dates: 10/7/14

Implementation Dates: 10/7/14

