

Restricted Access Policy

People coming to the Craig Newmark School of Journalism campus who exhibit behavior that is deemed harmful to the J-School community will no longer be welcomed on campus or at other locations controlled by the School of Journalism, such as external events.

Behavior considered harmful to the campus community includes, but is not limited to, actions that result in offenses against persons and/or property, disruption of school events, programs, processes, violation of school or CUNY policy and procedures, and/or a continued pattern of abuse and/or infringement of School and/or CUNY policy and procedures.

All students, faculty, staff and visitors on campus must adhere to the CUNY Rules and Regulations for the Maintenance of Public Order. Failure to comply with these rules could result with removal from the campus as well as sanctions per CUNY guidelines. These sanctions include warning, censure, disciplinary action, suspension, expulsion, eject and/or arrest. For more information regarding these rules please click on the following link:

<https://www.cuny.edu/about/administration/offices/ovsa/policies/rules-for-maintenance-of-public-order/>

The Department of Public Safety (DPS) has full authority to execute these notices to any person (student or non-student) who poses an immediate safety risk and/or threat to the campus community. Depending on the circumstances of the violation, where doubt exists as to the individual's status as a student, the notice will be executed by DPS and later transferred to Student Affairs to be processed under the school's Student Code of Conduct. The notice and associated paperwork will be provided to Student Affairs.

The Dean, Associate Dean, and Assistant Deans or designee, have full authority to execute barring notices.

Notification of Indefinite Barring

1. The notification shall occur, when possible, at the time of the incident, to include a full explanation and meaning of the barring status. If not executed at that time, notification should occur at the first opportunity by the best means available to include an explanation of the Barring restriction.
2. The notification shall, when possible, be acknowledged by the individual's signature on the Barring Form. If not acknowledged by such an individual's signature, the signature of the official implementing the barring notification

must appear on the form. A copy of the barring notice is provided to the individual.

3. If notification is not feasible at the time of the incident, a formal barring letter will be sent to the barred individual's address provided on the barring form.
4. The effective date, the purpose of the restriction, code violation, and individual's descriptive data will be included on the form.
5. Barring records are stored within the DPS Supervisory team for routine updates. A copy of the record shall be shared with Student Affairs and Alumni Affairs for student cases, and with Human Resources for employee cases.

Violation of Barring Status

If an individual designated as barred and who is in violation of the terms of the barring form, is found/reported on campus, public safety shall notify NYPD for removal and possible arrest for unlawful entry/trespass, as defined by NYS Law.

1. If the barred individual is arrested, the officer will generate an incident report.
2. If the barred individual is not arrested, the officer will generate an incident report, documenting the situation and its resolution.
3. DPS will forward a copy of the incident report and associated paperwork to the Assistant Dean for Administration.

Department of Public Safety/Student Affairs Collaboration

If the barred individual is determined to be a student, the incident paperwork (DPS report, external law enforcement paperwork, statements, photos, etc.) will be forwarded to the appropriate Student Affairs official. The individual who is barred must arrange to make an appointment with the Student Affairs office and Student Affairs if they need to come to the school to complete business with student affairs. Student Affairs will contact DPS and notify of the pending scheduled visit(s).

For incidents involving students, DPS and Student Affairs Officials will discuss details of the incident, investigation, and subsequent outcomes to ensure full collaboration of the case.

For incidents where Student Affairs has executed a barring decision, DPS will assist where needed to escort the barred individual.

Barring Appeal/Lift Review

A written request for appeal to lift an individual's barring status shall be made to the Director of Public Safety, and may be made after one full year of the date of the barring notice has been in effect.

1. After a determination to impose barring status has been made, to capture the interest to re-enter the school, the written request should include reasoning, objectives to re-enter the campus community and come from the barred individual. Once the written request is received, an acknowledgement will be sent to the requestor. One request per year may be made to lift the bar status.
2. The barring status shall remain in effect pending the decision of the review. A decision will be made within ten working days of receipt of the request for review. Depending on the circumstances and dialogue, the decision timeframe may exceed ten working days.