

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Campus Access Policy

Administrative policy approved: December 19, 2024. Effective immediately.

Revision history: None; new policy.

Related policies: Student Honor Code; Faculty Handbook; Employee Handbook; Facilities Use by Outside Groups or Individuals; Policy on Minors; Disability Accommodations Policy (Including Standards for the Study of Law) (regarding service animals); Policy and Procedures on Responding to Immigration Enforcement Actions; Code of Student Professionalism and Conduct

Scheduled Review Date: November 2025 (Administrative Services Office)

A. Policy Statement

This policy establishes guidelines and procedures for accessing campus, including inside buildings and outdoor spaces owned or controlled by Southwestern Law School. It also applies to all facilities owned, leased, or otherwise occupied by Southwestern.

This policy applies to all Southwestern students, employees, alums, guests, visitors, vendors, and contractors working for the law school.

As used in this policy, the term “**visitors**” includes guests, visitors, vendors, and contractors.

B. Law School Access

Southwestern is a private institution. Upon request, students, employees, and authorized alums visiting campus must present their Southwestern identification card to Campus Security, Administrative Services Office staff, or other senior school leaders such as the Dean, Vice Deans, Department Heads, and faculty administrators.

C. Visitor Registration and Identification

Before accessing campus, all visitors must check in with Campus Security in the Bullocks Wilshire building and show a government-issued identification card, preferably in physical form. Southwestern may also accept certain government-issued credentials in an electronic format (e.g., California DMV digital driver’s license).

Campus Security will issue each visitor a Southwestern identification badge, which the individual must display visibly while on campus. Visitors must follow the directions of Campus Security and Southwestern administrators while on campus.

Southwestern reserves the right to revoke visitor access privileges at any time, with or without cause or advance notice.

- 1. Displaying a visitor badge:** Any visitor without a valid identification badge may be denied access to campus grounds, buildings, and events until they complete the proper registration and identification process. A visitor whose badge is lost or damaged must contact Campus Security promptly to receive a replacement badge for the remainder of their visit.
- 2. Restricted access and minors:** Visitors typically are restricted from certain areas of the campus, including but not limited to administrative offices, the law library, student housing, and the fitness center. Visitors must receive approval and be accompanied by an authorized employee or student to access these areas. Southwestern may revoke the visitor privileges for any unaccompanied visitor found in a restricted area.

Visitors of students or employees are not permitted to (i) be in classrooms without authorization or (ii) wait unaccompanied on campus grounds, parking lots, or buildings. Southwestern strongly recommends that employees, students, and their visitors not bring children to campus for work, class, or otherwise. (See Policy on Minors for more information.)

- 3. Student visitors:** Students from other educational institutions and prospective students must follow the same registration and identification procedures as other visitors and abide by Southwestern's campus policies during their visit. An employee or other authorized guide must accompany student visitors.
- 4. Events:** Event guests, including Southwestern students and employees attending an authorized Southwestern event on campus, may be issued an event-specific name tag or wristband that must be worn visibly and in the manner directed during the event. Event guests who are not Southwestern students or employees must follow all other processes in this policy and must remain in designated event areas; however, the visitor badge requirement may be waived for specific events. Event guests in restricted areas will be escorted back to the event area and may have their visitor privileges revoked.

D. Law Enforcement on Campus

Law enforcement personnel visiting campus for official purposes should check in with Campus Security. Campus Security may ask for these individuals' credentials, including their name, agency affiliation, identification number, phone number, and supervisor's phone number. In addition, Campus Security may ask to copy an identification card and any official paperwork the individual may present to access Southwestern's campus or

information. Campus Security will promptly notify the Director of Campus Safety and Security and Chief Operating Officer when law enforcement enter Southwestern's campus for official reasons.

E. Service Animals

Service animals are dogs individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. Service animals are permitted to accompany people with disabilities in all areas of campus where the individual is permitted. Other animals, including support or comfort animals, are prohibited in Southwestern buildings.

Service animals do not need to be pre-approved. However, Southwestern strongly encourages students to register their service animals with the Accessibility Office as outlined in the Disability Accommodations Policy (Including Standards for the Study of Law).

Service animals must have a harness, leash, or tether unless the handler's disability precludes the use of these items or the items would interfere with the service animal's ability to perform its work or tasks safely. In these cases, the service animal must be under the control of the handler (i.e., voice commands, hand signals, or other effective means).

Southwestern reserves the right to deny access to campus or remove from campus any service animal if (1) the animal is disruptive or out of control and its handler does not take action that is effective to control it; (2) the animal is not housebroken; (3) the animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies or procedures; or (4) the handler fails to comply with their responsibilities under this policy.

F. Visitor Parking

Visitor parking, including ADA parking, is available on Southwestern's campus. Metered parking is also available on streets immediately adjacent to the campus.

- 1. Fees:** Visitors and alums may park on campus for a nominal flat fee of \$10 daily. Campus Security will collect the parking fee (cash only) at the time of entry into the parking facility. Parking fees apply only to the day of the visit and not 24 hours from entry into Southwestern's off-street parking facility. Parking permits issued by Campus Security must be displayed on the vehicle's dash while parked on campus. Southwestern may waive parking fees for some visitors. Complementary parking must be requested in advance by emailing parking@swlaw.edu.
- 2. In-and-out Privileges:** Authorized visitors who have entered Southwestern's parking facility may leave and return as needed during their visit without incurring an additional daily parking fee. In-and-out privileges apply only to the same day of a single-day visit.

3. **The Residences at 7th:** On-campus parking is available for guests visiting tenants of The Residences at 7th. Tenants must notify Campus Security of any guests who will park on campus. Tenant guests may park only in designated spaces in the southernmost portion of the lower-level parking lot immediately adjacent to the parking lot entrance on Wilshire Place. Tenants are responsible for all fees associated with their guests' parking, as noted in their rental agreement.
4. **Parking enforcement:** Campus Security monitors Southwestern's parking facilities. Campus Security may issue written **warnings** for minor violations (no parking permit, parked in reserved spaces, etc.). Campus Security may issue a **citation** for vehicles parked in spaces reserved for disabled persons without displaying the appropriate placard, parking in restricted areas (loading zone, fire lane, etc.), or obstructing the normal flow of traffic in parking areas, including the entry/exit driveways. Campus Security may also issue a citation for vehicles that have previously received a warning but continue to violate the parking policy. Appeals of campus parking sanctions may be filed with the Administrative Services Office (W100) or by email at parking@swlaw.edu.
5. **Removing abandoned vehicles:** Vehicles abandoned or parked on Southwestern's campus and parking facilities violating this policy may be removed at the owner's expense per California Vehicle Code Section 22658(a).

G. Obligation to Comply and Identify

All persons are obligated to leave law school property when asked to do so in furtherance of this policy by Campus Security, Chief Operating Officer, Dean, or department head acting in an official role and identifying themselves.

H. Compliance and Enforcement

Violating this policy may result in denial of access to the campus and facilities. Students who violate this policy may be referred to the Student Services Office. Employees and alums may be referred to the Administrative Services Office or Vice Deans (for adjunct and full-time faculty). Visitors will be referred to Campus Security. Southwestern administrative staff and Campus Security may enforce this policy and have the authority to remove non-compliant visitors from the premises. Any person who enters the campus and refuses to leave upon the request of the Dean or their agent may be guilty of a misdemeanor (Section 602 of the Penal Code of the State of California) and referred to the Los Angeles Police Department (LAPD). Individuals who observe others on campus engaged in suspicious or illegal activities should promptly report that information to Campus Security or the LAPD, as appropriate.

I. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy and the related protocols at any time, with or without prior notice.