**Policy and Procedure**
No: HCIT-CS-STUPASS
Topic: Student Pass Policy
Category: Client Services
Issue Date: September 2021
Version: 3.0

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1. **Purpose:**

To provide a process for:
a) obtaining student/client permission;
b) handling student pass form
c) maintenance of student/client passes issued

**2. Policy**

It is the policy of the College to institute an efficient and effective system to guide the process for the requesting and granting of permission to exit campus during regular class hours or to access classes in extenuating circumstances as well as to maintain and track this information on the students' record/file and logbook respectively.

3. **Scope:**
All students enrolled in a full-time (day) programme at the College.

4. **Definitions:**

**Student Pass**: The process of requesting/obtaining permission to exit campus or to access classes during regular hours, due to extenuating circumstances.

5. **Responsibilities**:
5.1. **Registrar**: for overseeing the operation of this procedure and for maintenance of all student information and records.

5.2. **Career Counsellor:** for receiving, approving and logging student passes in accordance with the procedures outlined in this policy.

5.4 **Instructor:** for accepting approved passes from students entering the campus and returning same to the Career Counsellor, as well as for authorizing student passes to exit campus.

5.5 **Programme Coordinator:** for accepting approved passes from students entering the campus and returning same to the Career Counsellor, as well as for authorizing student passes to exit campus in the absence of the Instructor.

6. **Procedure**:

**General**

6.1. The office of the Registrar is the official repository for approved student passes.

6.2. The Careeer Counsellor is the chief authorizing officer in charge of student passes. Where a student needs to obtain permission to exit the campus or to access classes due to an extenuating circumstance, he/she is required to submit completed student pass for approval.

6.3. All approved student passes must be logged prior to being issued. Student passes which are denied must also be retained by the Career Counsellor and logged in like-manner.

**Exiting the Campus**

6.6. The student will first discuss exiting the campus during school hours with his/her Instructor or Programme Coordinator, who will evaluate the reason. If the request is found reasonable, the student will be asked to complete a Student Pass for approval. In the event that the Instructor does not grant approval, the Counsellor may override the decision based on confidential information which he may be privy to. This overridden decision must be communicated to the Instructor.

6.7. Upon approval, the Instructor/ Programme Coordinator as well as the Counsellor will sign the student pass, which must then be logged.

6.8. The approved form will be given to the Security Officer on duty at the point of exit. The officer will retain all student passes received and return to the Counsellor for reconciliation at the end of each working day. In the absence of the Counsellor, the form may be submitted to the Registry.

6.9. The Counsellor will submit all reconciled student passes as well as unapproved requests to the Registry for filing on the following working day.

**Entering the Campus**

6.10. The student will first discuss entering the campus with the Counsellor. If the request is found reasonable, the student will be asked to complete a Student Pass for approval.

6.11. Upon approval, the Counsellor will sign the student pass, which must then be logged.

6.12. The approved form will be shown to the security officer on duty at the point of entry.

6.13 The student will submit the pass to his/her Instructor upon entering the class. It is the responsibility of the Instructor to return all passes to the Career Counsellor for reconciliation at the end of each working day. In the absence of the Counsellor, the form may be submitted to the Registry.

6.14. The Counsellor will submit all reconciled student passes as well as unapproved requests to the Registry for filing on the following working day.

**Parameters for Approving Student Pass**

6.15. Each student will be given a maximum of two (2) passes per month. The Student Pass Log will reflect the number of passes issued to-date.

6.16. All authorizing personnel must ensure that the student is eligible to obtain a pass prior to issuing same.

6.17. Where the student has exhausted his/her allotted number of passes in a month, and requires additional passes, approval will be given only in the case of illness or work related situations. The case will be evaluated by the Career Counsellor to determine reasonability.