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Approved by: President
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GUESTS AND VISITORS POLICY

NewU strives to create a welcoming environment for students, faculty, staff, and approved visitors and guests. To ensure the optimal conduct of university business and the safety and security of our community, this policy outlines the rules on guests and visitors.

Any person who is not a member of the NewU community at the time of that person's physical or virtual visit is automatically deemed a guest or a visitor.

Members of the NewU community include only the following: actively enrolled students, current employees, current volunteers under a signed volunteer agreement, current board members, and current officers of NewU Inc.

Anyone else, including but not limited to relatives, friends, acquaintances, business associates, or others who are not members of the NewU community per the definition above, is a guest or a visitor. Guests or visitors are typically guest speakers, prospective students, former students, alumni, business or academic partners of the university, regulators, donors, etc.

All guests and visitors must be approved to visit by express written permission issued by an authorized NewU representative in advance of each visit. Authorized NewU representatives include only current NewU faculty, current members of the NewU Executive Team (i.e. direct reports to the President), the President, or designees of the President.

Each guest or visitor must sign the [NewU Waiver and Release from Liability Form](#) prior to any physical visit on campus or at any NewU facility or off-site event. At the direction of the President or a designee of the President, visitors may be required to sign the [NewU Non-Disclosure Agreement \(NDA\)](#), as a condition of approval.

Any approved guest or visitor must be accompanied by a NewU community member at all times during each visit and may not be left unattended.

Members of the NewU community found in violation of this policy may be subject to disciplinary action or other sanctions in accordance with NewU policies. Unauthorized visitors may be asked to leave, removed from the premises, or banned from a virtual event in accordance with campus service providers terms, e.g. WeWork, and/or applicable law.

[End]