



COOK-DEVOS CENTER STUDENT ACCESS CARDS POLICY	
Approved By:	Senior Management Team
Date of Last Revision:	July 31, 2008
Responsible Office/Department:	Pew Campus Operations

Policy Statement

Undergraduate and graduate students at CHS may be granted access to specific offices, University classrooms, and laboratories for authorized purposes under the conditions outlined below. The students requesting access are required to certify that they will abide by all the appropriate GVSU safety and security rules. Failure to do so will result in revocation of their Access Card.

Policy & Procedures

The completion of the Facilities Services/Pew Campus Operations GVSU CHS STUDENT KEY REQUEST FORM with the approval of the responsible faculty/staff and appropriate dean. The request must identify specific room numbers.

All requests will be filled for building hours only as posted on the [Operations Web site](#). Any special requests other than normal building hours must be approved by Pew Campus Operations.

Completed [CHS STUDENT KEY REQUEST FORMS](#) must be submitted to the Operations office (instructor will send via intercampus mail) before programming can be added to a student access card. Each card will be programmed for one semester only and must be returned to the professor that issued the card on the last day of the semester. Note: spring and summer terms are considered one semester for this purpose. Old access cards will be deprogrammed at the end of each semester. A new card will not be issued until the old card is returned or the replacement fee has been paid.

During those hours outside of scheduled class time, students are required to use the "buddysystem", i.e., to enter and work in groups of two or more. Exceptions to this policy will only be granted on a case-by-case, limited basis upon the written recommendation of the responsible faculty/staff member and appropriate dean.

The responsible faculty/staff member must certify in writing that she/he has instructed the student(s) in the necessary safety practices pertaining to their work and provide a

brief written outline of the work identifying any hazardous materials and equipment to the CHS Facilities designate.

I agree to the policies

Signature

Date

Print Name

G Number