COOK-DEVOS CENTER STUDENT ACCESS CARDS POLICY

SLT 6.2

Date of Last Update:
September 10, 2014

Approved By:

- Senior Leadership Team

Responsible Office:
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.

PROCEDURES

The completion of the Facilities Services/Pew Campus Operations GVSU CHS STUDENT ACCESS REQUEST FORM & POLICY requires the approval of the responsible faculty/staff. The request must identify specific room numbers.

All requests will be filled for building hours only as posted on the Operations website. Any special requests other than normal building hours must be approved by the appropriate Dean and Pew Campus Operations.

Completed CHS STUDENT ACCESS REQUEST FORMS must be submitted to Operations at the CHS front desk (instructors may send via intercampus mail or email) 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 or the CHS front desk on the last day of the semester. Note: Spring and Summer terms are considered one semester for this purpose. Old access cards will be deactivated 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 advised to use the “buddy

system”, 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.

In matters that involve training and special room reservations, the responsible faculty/staff member must certify in writing that the students(s) were instructed 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.