



Policy for Unsupervised Student Use of Engineering and Science Laboratories

This policy is intended to provide documentation for requesting unsupervised or extended after-hours access to college laboratories for currently enrolled engineering and science graduate students in order to support their needs to complete academic projects and research. This goal of this policy is to provide that accommodation while assuring high levels of safety and security for the college's students and equipment.

Rules for unsupervised or extended hours use:

1. Students must carry their Detroit Mercy ID on them while on campus and be prepared to provide this to Public Safety (politely), if asked.
2. Students are **not** allowed to work alone past normal business hours (see below for “normal business hours” and “after-hours”). The last two students must work together and leave together.
3. Undergraduate students, in general, will **not** be granted unsupervised after-hours access. (Faculty and Dean permission required.)
4. Students must make sure that the lab is secure at all times and doors remain locked.
5. When an individual student leaves the lab, other students are strongly encouraged to either provide an escort to the parking lot or dorms, or ask public safety for an escort (call 993-1234 or extension).
6. **Students cannot work with any equipment including but not limited to: that which has potentially dangerous power levels (such as welding,...), high temperatures (such as casting,...), mechanized cutting (such as milling and turning machine tools, power handsaws,...), lifting heavy objects, applying large forces or any other equipment that poses a significant danger to users (such as tensile testing, forming,...) unless directly supervised by UDM faculty or staff. This also applies to chemical or biological material activity. Sanders, grinders and hand drills are allowed without supervision.**
7. All laboratory equipment is for academic purposes only. The use of laboratory equipment for personal, non-academic purposes is prohibited.
8. Students are to keep their project advisors informed of the status and plans for their work. If possible, the work should be adjusted to take place during regular hours that the building is open, and especially when advisors are available.
9. The Chemistry, Life Science and Engineering Buildings and the Engineering Annex are smoke-free, drug-free and alcohol-free buildings. Students are expressly prohibited from having any alcoholic beverages in any E & S building or working in labs while under the influence of alcohol or drugs.
10. Students are expected to keep the lab neat at all times and to report any broken or missing equipment to the laboratory supervisor or the Dean's office.

11. **No** visitors are allowed in the labs after hours. At such times, all present in the lab must be current UDM students who have received written permission to use the lab.
12. Laboratory or building doors are not to be left propped open under any circumstances. (Cell phones can be used to eliminate this situation.)
13. It is the responsibility of the faculty to make sure that students are aware of this policy and of the consequences of disobeying it.
14. Any exception to these rules must be approved in writing by the Dean.
15. This policy is in addition to, but does not supersede, all applicable university policies and federal and state laws.

Failure to comply with this policy, or any attempt to disable or modify security or safety systems in any way, will result in loss of after-hours privileges and may subject the student to other disciplinary action as is appropriate under the circumstances.

I understand and accept these conditions and will comply with this policy:

 Student T# Date

SAFETY/TRAINING (for labs with machinery or potentially dangerous equipment or materials)

Student has completed SAFETY CLASS and/or EQUIPMENT TRAINING.

 Training Supervisor Date

BUILDING ACCESS OPTIONS

- Regular Building Hours Access

Engineering	Mon-Fri: 7am-12am; Sat-Sun: 8am-11pm
Life Science & Chemistry	Mon-Fri: 7am-6pm; Sat-Sun, holidays: closed
- After Hours Access (Requires Dean Approval)

Engineering	Mon-Fri: 6am-12am; Sat-Sun: 8am-12am
Life Science & Chemistry	Mon-Fri: 7am-10pm; Sat-Sun: 8am-8pm
- Holiday Access (Requires Dean Approval)

Engineering	Mon-Fri: 7am-12am; Sat-Sun: 9am-11pm
Life Science & Chemistry	Mon-Fri: 7am-6pm; Sat-Sun: 8am-6pm

APPROVALS:

 Faculty Supervisor Date

 Chair Date

 Dean's Office Date