

Policy No. 13

Student Offices

December 31, 2007

The purpose of this policy memorandum is to lay out policies related to student offices in order to produce a safe, clean and productive environment conducive to student learning.

1. Due to concern as to student and environmental safety, the following items will not be allowed in student offices or the common areas of student units:

- microwaves
- coffeemakers
- hair dryers
- aquariums
- toaster ovens/toasters

The kitchen areas on most units are available for after-hours use and have refrigerators and microwaves available for student use. In addition, a microwave is available in the canteen area on the first floor.

2. Refrigerators are allowed in individual offices but must be registered with the Administrative Assistant for that docent unit color. No refrigerators will be allowed in the common areas on student units.

3. Nothing is permitted to permanently cover the student office doors. This policy is based on the need for security and rescue personnel to see inside offices in the case of an emergency. Curtains will continue to be allowed if they have a manufacturer's tag indicating a U.L. rating but can only be used while the student is changing in his or her office.

4. Trash cans are not to be used in individual office areas because housekeeping staff do not have the personnel to enter each and every office. Each unit is equipped with a trash can which is emptied on a daily basis. Please do not leave food remains in your office as this attracts bugs and other undesirable creatures.

5. We are pleased that students so regularly use the common areas on the units. While they exist for the convenience and use of the students, they are still public spaces within the school and should be kept clean and straightened. Students Affairs Office will be communicating with excessively messy units as well as their docents.

6. Year 2 students that need a place to study after the Health Sciences Library closes each evening can use Theatre B from 9 p.m. - 4 a.m. Year 2 students are not allowed on the student units without being accompanied by a student from that unit. Please properly dispose of any trash items use in the theatres during study periods.

7. If an office key is lost or is not turned in after vacating an office, a \$25 replacement fee will be charged. Please be careful to keep track of your key!

8. Students who change offices or who graduate will be required to schedule a check-out appointment with the administrative assistant on their unit. Items that are left in the offices after the student is gone will be thrown out and a cleaning charge of \$65 will be assessed to the student's account (which could hold up any needed transcripts). Students who leave refrigerators in their offices will be charged an additional \$100 fee to cover the environmental fees associated with the disposal of Freon.

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