

North Central State College

OFF-HOUR AND UNSUPERVISED OCCUPANCY OF LABS BY STUDENTS Instructions for Faculty

Faculty may give permission to a student who requests to use a lab without faculty supervision when the lab would normally be closed. Students who use labs in off-hours (times when regularly scheduled classes are not being held in the particular building or room) are required to have in their possession a *Student Permission Form* and a valid college student identification card. Two different forms are available – a one-time request to use a lab on one particular day and a multiple request to use labs on several days. Both forms are available from the divisional Administrative Assistants in each building and are also on the “f” drive:

Single-use permission form: f:\ncstate.doc\forms\lab occupancy form.doc

Multiple-use permission form: f:\ncstate.doc\forms\ multiple lab occupancy form.doc

Students cannot enter a lab when a scheduled class is using the room, even with a permission form.

Security will not honor any form that contains one student’s name crossed off and another written in or any form that does not contain an **original handwritten faculty signature**. The form must include a specific date or dates, a specific room number and building, and a specific time period.

Allowable hours for students to occupy unsupervised labs are:

Monday through Friday: 7:00 a.m. to 11:00 p.m.

Saturday and Sunday: 9:00 a.m. to 5:00 p.m.

Requests outside these parameters are strictly not allowed. Permission to use labs cannot be given when the campus is officially closed due to a national holiday or other publicized closing.

A student in an unsupervised lab who does not have a signed permission form and a valid college I.D. will be asked to leave the lab immediately. Security should be contacted for admission to locked buildings/labs: 419-755-4346 (radio). It is the **student’s** responsibility to contact Security to unlock buildings and/or labs.

The faculty member should send a copy of the completed *Student Permission Form* to the Security Office, Campus Zip O-13. The form with the original handwritten faculty signature should be given to the student.

Revised April 2004

Office of Vice President for Academic & Student Services

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f:\ncstate.doc\forms\Academic VPL Forms\lab occupancy instructions.doc

North Central State College

**STUDENT PERMISSION FORM
OFF-HOUR AND UNSUPERVISED OCCUPANCY OF LABS
BY STUDENTS**

Allowable hours for students to occupy unsupervised labs:

Monday through Friday: 7:00 a.m. to 11:00 p.m.

Saturday and Sunday: 9:00 a.m. to 5:00 p.m.

Permission to use labs will not be given when the campus is officially closed due to a national holiday or other publicized closing. This permission form and a current NCSC student identification card must be presented to Campus Security upon request. A student in an unsupervised lab who does not have a signed permission form and valid college I.D. will be asked to leave the lab immediately. Security should be contacted for admission to locked buildings/labs: 419-755-4346 (radio). It is the **student's** responsibility to contact Security to unlock buildings and/or labs.

On _____, _____ is permitted to be in
(date) (student's name)

Room _____ of Building _____ between the hours of
_____ (a.m. or p.m.) and _____ (a.m. or p.m.) without faculty
supervision.

Legible Faculty Signature

Date Signed

Faculty Member: Please send a copy of this completed *Student Permission Form* to the Security Office, Campus Zip O-13.