POLICY NAME:  Student Key Fobs for the College of Medicine Building – Mount Pleasant Campus

Responsible Party:  Office of Student Affairs

Applies To CMED:  □ Faculty  □ Students  □ Residents  □ Staff  □ Administration

Approval Date: 2/17/16 Curriculum Committee reviewed July 26, 2016

□ Policy  Procedure

POLICY:

Students will receive individual key fobs during orientation. The fobs will allow access to the College of Medicine – Mount Pleasant campus building and designated areas. A review of access will take place during orientation week.

PROCEDURES:

Students will be required to sign a form stating they understand there will be a charge for a lost fob. Included in this form is an agreement not to loan, transfer, misuse, or alter the key fob. Any violations of this agreement will be treated as student misconduct. Students will be required to return the fob at the end of Year 2. Failure to return will result in the student having to pay a fee to cover the costs of replacement.

A student should report a lost fob to the Office of Student Affairs promptly (within 24 hours if possible) so the fob can be deactivated. Students requiring new fobs are asked to contact the Executive Office Specialist at (989) 774-4457, to determine time and location they may pick a new one up.

CMED reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.