

Policy 2004

After-Hours Access to the Department of Physics and Astronomy Facilities

Purpose

This document describes the access granted to students for after-hour use of the labs, classrooms and equipment in the Department of Physics and Astronomy.

Definitions

Researcher:

A researcher is a student engaged in active research with one or more Physics faculty members. This relationship is determined by the mutual consent of the student and the faculty member.

Physics Student:

The physics students referred to in this policy are all physics majors, physics minors or astronomy minors. This includes all such formally declared students.

Enrolled Student:

Enrolled students are students that are currently enrolled in a course taught by a physics faculty member. The students need not be physics students.

Advisor:

An advisor is a physics faculty member in charge of a research project or a course that uses physics department facilities. In this document this refers to a research advisor or the instructor of a course which requires after hours access to the class room.

Laboratory:

Any laboratory or class room area in which a researcher is working as deemed appropriate by the advising faculty member. In the Physics and Astronomy Department all such rooms are equipped with a card-reader swipe-lock that can read a JACard.

Applicability

This policy applies to all researchers and students working with Physics Faculty.

Policy

Physics and Astronomy Student access:

All students are granted access to the student study, P&C 2144, and the two laboratory areas, P&C 2286 and 2378. These rooms are normally unlocked between the hours of 7:00 AM and 8:00 PM Monday through Friday (7:30 AM and 8:00 p.m. for the 2286 and 2378 depending on the academic calendar and the class schedule). and require JACard access outside this interval. Rooms 2286 and 2378 are only available when not in use for a scheduled class. The doors are set to alarm if left open more than 15 seconds outside the normally open period.

Researcher and Enrolled Student Access:

Researchers and enrolled students gain entry to a laboratory by the consent of the advisor. This access is solely at the discretion of the advisor and may be revoked at any time. The advisor's decision is final and cannot be appealed.

Building Access:

Access may be provided to researchers and enrolled students on an individual basis to enter the building to work after normal working hours. This privilege is granted at the discretion of the advisor in charge and may be revoked at any time.

Duration of Granted Access:

Researchers are granted access to laboratories for the remainder of the academic year. Summer students are granted access for the summer only. Each May and August, advisors will need to submit a list of researchers to be retained for the summer or academic year access, respectively. Those not on the retained list, will be denied future access.

Enrolled students are normally granted access for the duration of the course or course activity for which access is required.

Physics students are granted access to rooms 2144, 2286 and 2378 while they are registered as physics students in good standing.

Machine Shop Access

Access to the department machine shop is granted by an advisor to an advanced student user who meet the criteria described in the [machine shop policy](#). This access is for the completion of a particular tasks and is limited to the time required to perform the work as determined by the faculty advisor and the laboratory manager.

Procedures

Physics and Astronomy students are granted access automatically once their declaration of major or minor is officially registered in the university computer system. No action by students or advisors is required. Building access is not automatically granted in this way.

Researchers gain access to a laboratory by filling out the department [facilities access request](#) form. The form will be signed by the student and the advisor. The advisor will then forward the form to grant access.

Enrolled student access is granted by the course instructor using the same form researchers use. Access to an entire class can be granted by providing a list of students attached to the form.

Responsibilities

It is the responsibility of all personnel with access to Department of Physics and Astronomy facilities to see that equipment is used properly and that only equipment for which they have proper training and the advisor's consent employed. Access may not be granted to other personnel except to those people who are observers for safety purposes. Sharing of JACards for the purpose of

sharing access is strictly forbidden.

Advisors are responsible for seeing that those granted entry are properly trained in the use of the equipment to which they will have access.

All students and researchers are responsible for seeing that the facilities are being used for their intended purpose. Violations are to be reported to the advisor or instructor immediately. Failure to report an abuse of the facilities may result in the suspension of privileges.

Sanctions

Access can be suspended or revoked at any time at the discretion of the advisor or the department head. Reasons for which access will be revoked include, but are not limited to:

1. Failure to obey safety rules and regulations.
2. Sharing access with unauthorized personnel (except for safety observers).
3. Improper use of the facility.
4. Failure to report the observed misuse of the facilities by others.

Exclusions

This policy applies only to those facilities under the control of the Department of Physics and Astronomy. It does not apply to any facilities controlled by any other department. Separate permission must be sought for such access. Rooms without a JACard access mechanism are not covered by this policy.

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