

**Policy for Undergraduate Access to Faculty Research Labs FSHN
(February 2018)**

For research purposes, undergraduate students can be granted access to the Trout and Anthony Hall buildings and research labs at the request of an active faculty member.

By making such a request, faculty assume responsibility for the student's conduct in the building and attest to the fact that the student has the appropriate University training (chemical, biosafety, blood-borne pathogen, animal and IRB) and site-specific lab training.

Trout and Anthony Hall Building Access

- 1) MSU undergraduate students can be granted a key and access to a faculty lab at the request of an active (not emeriti) faculty member. With written approval (via this form), undergraduates working in faculty research labs can be issued a key.
 - a) Student brings completed/signed form to the appropriate staff overseeing keys and building access.
 - b) The key must be returned to the Department at the conclusion of the students' work.
 - c) If the key is lost or not returned by the due date, the students' account will be charged \$75 key replacement fee.
- 2) MSU undergraduate students can be given access building access after-hours in the Trout Bldg or Anthony at the request of an active (not emeriti) faculty member. With written approval (via this form), undergraduates working in faculty research labs will be issued keyless entry using their MSU ID. Faculty requesting student access must provide the end date for the student's access.
- 3) MSU undergraduate students accessing the buildings after hours or on weekends are expected to adhere to departmental security procedures:
 - a) External doors are not to be propped open.
 - b) Unauthorized persons are not allowed into the building.
 - c) Suspicious or questionable activity by unknown persons should be reported to the Campus Police.

Failure to comply with any of these policies will result in immediate revocation of student's building and/or lab access.

Approve key for lab _____

Approve Building access

Student Information:

Full Name (print)	Signature	PID	Email
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Faculty Approval:

Faculty Signature	Date	Project End Date (Key Return Date)
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Staff Use:

Key Number	Date Returned	Staff Initials
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