


POLICY TITLE: Access to CHM-Flint (FJB) for MSU-COM Students		College of Human Medicine
Category & Number: SS/FLINT-2	Last Revised Date:	
Effective Date: January 1, 2016	Revision Number: 1.0	
Responsible Party: Flint Operations Manager	Page 1 of 2	
Persons Affected: COM Students, CHM-Flint Administrators and Security, CHM-Flint Community Assistant Dean/Designee		

1.0 Policy/Purpose:

The College of Human Medicine endeavors to provide facilities that support the needs of our faculty, staff, and students in a manner that allows needed access for university business, balances applicable safety standards and is in accordance with state and federal law and university policies including the Clery Act.

- 1.1 Upon request, Michigan State University College of Osteopathic Medicine (MSU-COM) students may be granted access to use the College of Human Medicine (CHM-Flint) facility on a 24/7 basis. Access may be requested and granted for no more than one year at a time and expires on June 30 each year.
- 1.2 In order to access the facility and to promote safety, students must have a valid and activated Spartan ID card. MSU-COM students granted access must have their Spartan ID card visible on their person at all times while using the CHM-Flint facility.
- 1.3 Access will be provided to the student learning spaces on the first floor only. Access to the computer lab and/or clinical skills exam rooms may be provided only if the student is participating in a CHM clerkship program.
- 1.4 Access is provided to the MSU-COM student only and not to visitors or guests of the student.
- 1.5 Students are expected to behave in a respectful and professional manner at all times. Any behavior considered to be unprofessional will be reported to the COM Student Affairs Office and may jeopardize access to the MSU-CHM Flint building for all MSU-COM students.
- 1.6 Exceptions to this policy may be made by the CHM Associate Dean for Administration.

2.0 Definitions:

- 2.1 Clery Act: Federal legislation that requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

2.2 Business Hours: Monday-Friday, 8:00 AM to 5:00 PM

3.0 Procedures:

- 3.1 MSU-COM student desiring access to CHM Flint building sends an email request to the CHM Flint Community Assistant Dean (CAD) or designee.
- 3.2 If request is approved, the CAD notifies the Flint Security Manager via email and provides student name and contact information.
- 3.3 Flint Security Manager contacts the student to request proxy numbers from the student's MSU Spartan ID card.
- 3.4 Flint Security Manager programs access for the student's Spartan ID card.
- 3.5 When visiting the building, the MSU-COM student will:
 - park vehicle (if applicable) in designated visitor spaces.
 - swipe ID card to gain entrance to building and learning spaces.
 - maintain respectful and professional behavior at all times.

4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0	01/01/2016		Original