

Access Policy for the ME Student Project Center in Room ENG 123

The ME Student Project Center, located in Room ENG123 (herein after called MSPC), is a supervised space administered by the ME Department that provides students with equipment and tools to enable them to fabricate physical artifacts in a safe manner during their program of study in the department. The facility is intended to serve the needs primarily of ME students, but others may be granted access at the discretion of the Department Chair or their designee(s). In all cases, access to the MSPC is a *privilege*, NOT a right. Access to the MSPC is earned through safety training and maintained through adherence to operating rules and policies. Access to the MSPC can be suspended or revoked at any time by the ME Department for failure to consistently follow MSPC policies, violations of safety practices, endangering or causing conflict with other users, etc.

The policy for access to the MSPC and operation of equipment within the MSPC is articulated below:

1. Access to the MSPC classified by 3 different levels: **SUPERVISOR**, **FULL**, and **LIMITED**.
 - a. **SUPERVISOR** access is only granted on a case-by-case basis following discussion with the ME Department Chair.
 - b. **FULL** access is only granted to students who have passed ME/TECH 41 with a grade of B- or higher. Students with FULL access are permitted to operate the equipment and power tools in the MSPC. Students with alternate training or experience that they believe would make them qualified to operate the MSPC machinery may discuss said experience or training with the ME Department.
 - c. **LIMITED** access is granted to students who have not passed ME/TECH 41. Students with LIMITED access may access the room for the purpose of using of hand tools and general assembly, but they may NOT, under any circumstances, operate the equipment and/or power tools.
2. **ALL** students seeking access to the MSPC must 1) apply using the ME Department's Door Code Request, which can be found on the ME Department website and 2) be approved by the ME Department Chair
3. Following Department Chair approval, students must be enrolled in and complete the ENG123 Shop Safety Course on Canvas, which is administered by Mike Parker.
 - a. Adequate passing of this safety course (95% or higher) will add a student to the Department's list of approved students that also tracks a student's level of access.
 - b. Details regarding the safety course can be found on the safety course's Canvas page.
4. Students may only work in the MSPC during hours designated by the Department, which can be found on the ME Department website.
5. Working in the MSPC outside of the designated hours is allowed only by special permission from the ME Department Chair in exceptional circumstances.
6. The ME Faculty or ME Staff may randomly check students working in the MSPC at any time to ensure that they have satisfied the aforementioned training requirements. The ME Department Chair, ME Department Staff, and their designee(s) have the authority to ask students who are unable to provide evidence of satisfying these requirements to leave the MSPC immediately.
7. All students will be asked to sign a form that they have read this access policy and will abide by its stipulations.