

# Student After-Hours Access

We hereby request that:

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Students in our academic department, are granted special access after normal building hours. We take responsibility for this person's conduct while working after normal hours of operation. Please permit them access to the following:

Dates: From \_\_\_\_\_ Until \_\_\_\_\_

Building: \_\_\_\_\_ Hours/Days: \_\_\_\_\_

- \_\_\_\_ Student is a paid employee and may act as charge person.
- \_\_\_\_ Student will be permitted access with charge person present.
- \_\_\_\_ Student needs access without charge person present. *(please attach explanation)*

\_\_\_\_\_  
Requesting Advisor / \_\_\_\_\_ Date

\_\_\_\_\_  
Department Chairperson/ \_\_\_\_\_ Date

\_\_\_\_\_  
Dean Or Associate Dean/ \_\_\_\_\_ Date



## After-Hours Student Guidelines

1. You are expected to be working on academic projects while in buildings after hours.
2. You are expected to leave the building during a fire alarm or any evacuation situation.
3. You should not prop doors or allow anyone entry to the building.
4. You are expected to call Public Safety - x4922 – with any situation that occurs.
5. You should cooperate with cleaning crews.
6. You should cooperate with Public Safety Officers at all times.
7. You must carry the assigned badge and your student ID at all times.
8. Any failure to conduct yourself properly could result in a revoking of after hours privileges and could be forwarded to the Dean of Students.
9. Crime Prevention urges you to use our escort program when walking alone at night.

I Agree \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

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\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ DPS Director