*Laboratory Code of Conduct*

1. The Students must not engage in any unacceptable behavior inside the lab as described in the SSU catalog under the article, “Standards for Student Conduct.”
2. The lab key codes must never be shared with anyone and kept confidential at all times.
3. No unauthorized person must be allowed to enter in any lab without explicit permission from the director of the lab or ES Dept. Chair.
4. No food or drinks must be placed on any equipment table in the labs.
5. The lab space used by any student must be left clean, neat, and organized.
6. Before leaving the lab, all equipment must be turned off.
7. After completing the work, all parts must be returned to their appropriate places.
8. No large personal items, such as bicycle, must be brought inside any lab.
9. Keep laboratory doors closed at all times.
10. All equipment and items in the labs must be used appropriately as intended. For example, do not use any lab item as a door stopper!
11. Student work must be confined to on lab area only.
12. Any lab area, space, or items not intended for student use must not be accessed or disturbed.

A student who is found to break ANY of the above code of conduct and/or misuse the lab facilities in ANY other way will not only permanently lose the lab access privileges with immediate effect, but also be referred to the appropriate SSU authorities for taking disciplinary action against him/her.

**Commitment by the Student Requesting Lab Access During Non-class Hours**

I, hereby, accept and commit to follow the above code of conduct in letter as well as spirit if I am allowed to have the lab access during non-class hours and given the corresponding key codes.

Signature________________________________________________ Date____________________

Name (Printed)___________________________________________ Student ID___________

Student status (check one):  □ Undergraduate  □ Graduate

Major__________________________

*This form, duly read and signed by the student, must accompany each student key request form.*
School of Science and Technology

ENGINEERING SCIENCE LABORATORIES

STUDENT KEY CODE REQUEST

Date:_______________________________

Student’s Name:_________________________  Student ID Number:__________________

Home Address:________________________________________________________________________________________

Home Telephone Number:__________________  Cell Number:__________________________

E-Mail Address:________________________________________________________

Key Code Request – Details:

<table>
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<tr>
<th>Building Name</th>
<th>Room #</th>
<th>Course Requiring Lab Access</th>
<th>Semester</th>
<th>Instructor</th>
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(1) Approved: ___________________________  ___________________________  ___________________________
   Signature of Instructor 1  Signature of Instructor 2  Signature of Instructor 3

(2) Approved: ___________________________  ___________________________  ___________________________
   Signature of Lab Director 1  Signature of Lab Director 2  Signature of Lab Director 3

(3) Approved: __________________________________________________________
   Signature of ES Department Chair

KEY CODE CONTROL REQUIREMENTS

The individual to whom Cereant Laboratory key codes are issued shall at all times be held responsible and accountable for the use of said key codes. DO NOT give your key code to any other person for any reason. DO NOT open any laboratory door for any individual who is not a key code holder. DO NOT "prop" doors open or leave them unlocked. Keep your written key code(s) in a secure place and report any loss immediately to the appropriate administrator and University Police.

Unauthorized fabrication, duplication, possession, or use of keys and key codes to facilities of Sonoma State University is a crime (California Penal Code 469). University keys and key codes are State property and may be recovered at any time. Non-compliance may result in revocation of access and a charge of $25 per code.

I have read and agree to the above Key Code Control requirements.

_________________________________________  ______________________________
Signature of person to whom key code(s) are issued  Date

KEY CODE(S) ISSUED ________________________  BY  ________________________