Purpose: Optimize utilization of computer lab as a scarce resource.

Policy: The computer lab is available for use in an organized or scheduled activity only if it is a covered activity. When not in use for a covered activity, the computer lab is available for use by the school’s students.

Coverage: This policy applies to all uses of the computer lab.

Terminology: A covered activity is one that requires the resources unique to the computer lab or that requires resources not unique to the computer lab but not available in a workable timeframe.

Resources unique to the computer lab include, but are not limited to, computers for use by attendees during the activity, specialized software on the computers for use by attendees, and display of live television programming. Resources not unique to the computer lab include, but are not limited to, audio-visual equipment, whiteboards, and tables for attendees.

Procedure: Scheduled Use for Class Activity

The computer lab may be scheduled for a class in a course provided the class includes covered activities. Scheduling of the lab for one or more classes in a course or section of a course is done as follows:

- Course director and section director, if any, prepare and sign a computer lab use request using the form in the attachment and including a statement explaining the covered activities for each requested class in the course.
  - It should be noted that only those classes with covered activities may be requested for scheduling in the lab. Requests for every class in a course should be carefully considered as they are likely to be closely reviewed.
- Request is submitted to either the chair of the department or the director of the program responsible for the course, as determined by the course prefix.
  - As of the date of this revision, the MPH program is responsible for courses with the prefix PHPH, and the CREST program for courses with the prefix PHCI; courses with other prefixes are the responsibilities of the various departments.
- The department chair or program director determines the appropriateness of the request given this policy.
  - The chair or program director may chose to deny one or more specific classes by writing his or her initials in the appropriate box for each denied class.
- The request is submitted to student services along with the preferred course schedule for the department or program. (See “Policy on Scheduling and Rescheduling of Courses.”)
- Student Services forwards the computer lab use request, along with any comments or recommendations, to the dean or an associate dean for approval.
- The dean or associate dean may choose to conduct an additional review of the request prior to approving or denying the request.
  - The dean or associate dean may chose to deny one or more specific classes by writing his or her initials in the appropriate boxes for each denied class.
- Requested and approved classes are scheduled by the Dean’s Office as the lab is available. The dean’s office will work with the requesting party to try to find acceptable alternatives if the lab is unavailable when requested.
- The final schedule of classes in the lab is included in the class schedule maintained and distributed by Student Services.

Since a course must have a recognized classroom scheduled for its classes and the computer lab is not a recognized classroom nor is it intended to become one, each course for which use of the
The computer lab is requested will have a recognized classroom scheduled for its classes regardless of whether a request for use of the computer lab for any classes in a course is approved or whether the lab is scheduled for any classes in the course in response to the request.

**Scheduled Use for Non-Class Activity**

The computer lab may be scheduled for a covered activity by submitting a request to the Dean’s Office receptionist by email or in writing. The request must include a statement explaining the covered activity. The Dean’s Office reserves the right to deny a request that does not require the resources of the computer lab. In making this determination, the requesting party may be contacted for additional information. The Dean’s Office shall make every effort to respond to a scheduling request in the next working day after receipt of the request.

**Ad hoc Use**

Ad hoc use of the computer lab for a covered activity is permitted. Before such ad hoc use of the lab is begun, permission of the Dean’s Office must be obtained by contacting the receptionist. If the Dean’s Office is closed or otherwise unavailable, the proposed user must check to see if current users in the lab agree to leave or put up with the added noise of the activity.

**Access**

Codes to open the door lock for the computer lab are issued by Dean’s Office. Students obtain a code from their program coordinator. Codes are not permitted to be given by a code recipient to another person. Codes may be obtained from the school’s facilities manager.

**Security**

The door to the computer lab must be closed and locked if no one is in the lab.

**Rules of Use**

Due to the vulnerability of the electronic equipment in the computer lab, food or drink is not permitted in the lab.

After using the computer lab, it must be returned to the same or better state of cleanliness and order as before its use, including incidental use by students.

**Revocation of Privileges**

Access to and use of the computer lab is a privilege provided by the Dean’s Office, which has made a significant investment in setting up and maintaining the lab. Violations of the procedures included in this policy may result in revocation of privileges to use the lab.
### Examples:

**Examples of covered uses:**
- Class requires software available only in lab.
- Presentation requires audience participation using computers.
- Test is taken online.
- Test allows or requires access to online resources.
- Other locations with the needed A/V resources are not available in a workable timeframe.

Example of organized use that is not covered:
- Activity does not require participants’ use of computers or software available only in lab and other suitable space is available.

### Discussion:

The intent of this policy is to optimize availability of the computer lab for essential uses. As the School’s student body increases, the need increases for resources like those unique to the computer lab, such as specialized software. In addition the lab represents the only place in the School that students have ready access to computers and a place to study and work. Student access to the computer lab will become even more important with the move to our new building. We need to make every effort to maintain contact with our students and not force them to go elsewhere to study.

Every course is required to have suitable space scheduled that is an officially designated classroom; the computer lab is not so designated nor is it intended to become so designated. Use as a classroom decreases availability of the computer lab to students and others who need the lab’s unique resources.

### See also:
- Policy on Scheduling and Rescheduling of Courses
- Policy on Use of Conference Rooms

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<td>Peter L. Walton, M.D.</td>
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<td>07/23/08</td>
<td>Peter L. Walton, M.D.</td>
<td>Associate Dean</td>
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Request for Use of SPHIS Computer Lab for Classes in a Course

Date: _____________________

Request for:  Course ID and Section: ________ - ________ - ____  Semester/Term: ________________________

Requested by:  Course Director: ______________________________________________________________________

Section Director: ______________________________________________________________________

IMPORTANT NOTE: List separately each class in the course for which use of the lab is requested.  HOW TO USE FORM

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# Request for Use of SPHIS Computer Lab for Classes in a Course

## FOR EACH CLASS REQUESTED IN THE COURSE

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Reviewed and Recommended by: __________________________________________

Signature of Department Chair or Program Director

[PLEASE SUBMIT TO STUDENT SERVICES FOR PROCESSING.]

## FOR DEAN’S OFFICE USE ONLY

Version 3

Date received by Student Services: ____________________________

Student Services’ comments (if any):

- [ ] Requested classes approved without additional review except those marked as denied, above
- [ ] Requested classes approved after additional review except those marked as denied, above
- [ ] Requested classes denied without additional review
- [ ] Requested classes denied after additional review

Approved by: ____________________________ Date: ________________

Dean or Associate Dean

Dean or Associate Dean’s comments:

Approved requests are sent to the Dean’s Office receptionist for scheduling. After scheduling is completed, including noting of availability adjustments, requests are sent to Student Services for inclusion in composite class schedule.