

Subject: Laboratories
Policy Number: L10
Date: April 25, 2003
Revised: December 15, 2008

POLICY:

The School will maintain laboratories to support the teaching activities of the faculty and to enhance the learning environment of the students.

PROCEDURE:

At the beginning of each session of classes, The Director of Information Technology will post the hours of operation and availability of the labs will be posted on the doors and communicated electronically to students. Reservation of the labs for regular classroom use must be made before the beginning of the semester and is subject to availability. Reservation of the labs for periodic workshops must be made at least two weeks in advance and is subject to availability.