

 Tulane University	SCHOOL OF MEDICINE LOCKER ASSIGNMENT AND USE POLICY	Effective Date: August 2018	August 2018
		Current Date:	August 2018
		Contact: SOMADMIN@TULANE.EDU	School of Medicine, Office the Dean
Approved By: Sue Pollack, Assistant Dean, Administration/Operations		Approved: August 15, 2018	

GENERAL POLICY STATEMENT

Lockers are assigned first to 1st and 2nd year medical students, then 3rd and 4th year medical students, and others after that.

a) **Scope:** This policy applies to the School of Medicine community.

b) **Responsible Department/Party/Parties:**

- i. Policy Owner: SOM Office of the Dean
- ii. Procedure: SOM Office of the Dean and Student Affairs
- iii. Supervision: SOM Dean's Office

REVIEW/REVISION/IMPLEMENTATION

a) Review Cycle: This policy shall be reviewed by the SOM Dean's office and the SOM Office of Student Affairs each year in June.

b) Office of Record: After authorization, the Dean's Office and the Office of Admissions and Student Affairs shall be the office of record for this policy.

POLICY/PROCEDURE

- Lockers are assigned in July or by request and are assigned for one year.
- Each year approximately in the middle of June, locks will be removed; locker will be emptied, and contents thrown away. Two notices will be sent warning of the impending lock removal, one in May and one at the beginning of June. This notice will go to all students, residents and employees via email. Special requests for extensions etc. may be made to somadmin@wave.tulane.edu
- Lockers emitting foul smells, leaking or with visible evidence of pests (insects, etc.) may be emptied at any time during the year.

First year medical students (except anatomy teaching assistants):
Will be assigned a locker on the first floor of the Hutchinson building.

Second year medical students:
Will be assigned lockers on the first floor of the Murphy building

Third year medical students:
Lockers available by request on the mezzanine of the Hutchinson building. Requests can be made to somadmin@wave.tulane.edu

Fourth year medical students:
Lockers available by request on various floors of the Hutchinson building. Requests can be made to somadmin@wave.tulane.edu

Residents and graduate students:
Lockers available by request on various floors of the Hutchinson building. Requests can be made to somadmin@wave.tulane.edu

Student groups and others: Lockers available by request to various floors of the Hutchinson building or murphy if there are lockers available. Requests can be made to the SOM Office of Student Affairs.