

## **ENGINEERING SUCCESS CENTER PROTOCOL**

**This Center is dedicated to academic enrichment activities.  
Your full cooperation is appreciated.**

### **1) Authority**

**The person with the highest rank present will be responsible for determining priorities, allocating space, enforcing regulations and otherwise ensuring that the environment in the Center is conducive to productive study. Please defer to him or her.**

**(Rank Order: Faculty Administrator, ESC Tutor, Volunteer TA, Student Society volunteer)**

### **2) Sharing Our Success Center**

**The Conference Room Area (105) will be used as follows:**

**1st Priority -For meetings scheduled in advance**

**2nd Priority– TA assisting in a specific course**

**3rd Priority- Students studying the same course in a group**

**4th Priority– Students studying individually**

**Please lower your voice so that it is audible to your group but not disruptive to others.**

**Open beverages and food may damage the facility or another person's work or possessions if spilled. Water in sealed bottles is permitted. However, please use the lobby areas if you wish to take a break and have a snack.**

### **3) Safety, Academic Integrity and Disruptive Behavior**

**The person in charge (see Authority) shall have the responsibility of asking a student to leave the Center if his or her behavior interferes with the productive work of the center. (This includes presenting risk to the well being of another, risk of harm to the facility or harm to the materials of another)**

**The person in charge shall have the responsibility to report academic dishonesty, illegal, threatening or dangerous activity to appropriate University Administrators (or other authorities as the situation dictates).**

**If you have concerns, comments or suggestions about these guidelines or the Success Center please contact:**

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