



Campus Locker Use and Space Access Policy

Category:	9-General Education Policies
Curriculum Phase:	All Phases
Author/Authoring Body:	Student Affairs
Responsible Unit:	Student Affairs
Policy Contact:	Student Affairs Dean Office

Summary

This policy establishes requirements for the assignment, use, and management of student lockers at the University of Arizona College of Medicine – Tucson (COM-T). Medical students are assigned an individual locker during the first week of medical school for secure storage of personal belongings throughout enrollment in the MD program. Each locker is assigned to one student and secured with a COM-T-issued lock. Students retain access to their assigned locker regardless of curriculum phase, including during clerkship experiences, unless they graduate, withdraw, or otherwise separate from the COM-T.

All students, regardless of their phase in the program, will have badge-restricted access to designated student lounge and study spaces within COM-T educational facilities.

Students assume responsibility for personal property stored in assigned lockers. The COM-T is not responsible for loss, theft, or damage to personal property. Students shall not store prohibited items in their lockers, affix materials to locker surfaces, or use a personal lock. Lockers remain the property of COM-T and are subject to inspection by the Office of Student Affairs when there is reasonable concern related to safety, security, maintenance, or compliance with this policy or University policy.

Institutional requirements for student access to secure storage, study space, and call rooms during the Clerkship and Transition to Residency Phases are stated in the [Clinical Space Access Policy](#).

Related LCME Standards

5.11 Study/Relaxation/Storage Space/Call Rooms

A medical school ensures that its medical students have at each campus adequate study space, relaxation space, and personal lockers or other secure storage space. A medical school also ensures that medical students have at each clinical site adequate study space, personal lockers or other secure storage space, and secure on-call rooms if students are required to participate in late night or overnight clinical learning experiences.

Applicability & Scope

This policy applies to all MD students enrolled at the College of Medicine – Tucson and governs the assignment, use, maintenance, inspection, and return of student lockers located in COM-T education facilities. The policy is administered by the Office of Student Affairs.

Definitions

None

Policy Statement

I. Use of Lockers

- A. All lockers located within College of Medicine – Tucson (COM-T) educational facilities are the property of the COM-T.
- B. An individual locker will be assigned to each MD student during the first week of medical school.
- C. Assigned lockers remain available to students throughout enrollment in the MD program.
 - 1) Students participating in an approved leave of absence or dual-degree program must contact the Office of Student Affairs regarding continued locker assignment during their period of altered enrollment.
- D. Lockers are assigned to individual students and shall only be used by the student to whom the locker is assigned.
- E. Students shall not use lockers to store items which are prohibited by the [Arizona Board of Regents Policy 5-308, Student Code of Conduct](#).
- F. Students assume responsibility for personal property stored in assigned lockers. The COM-T is not responsible for loss, theft, or damage to personal property.
- G. Students shall not affix materials to the interior or exterior of lockers.
- H. Misuse of a locker may result in loss of locker privileges and other appropriate disciplinary action.
- I. Students are responsible for promptly reporting any damage or maintenance needs to the Office of Student Affairs.

II. Locks

- A. Only COM-T-issued locks shall be used on assigned lockers.
- B. The COM-T-issued lock must remain on the assigned locker throughout the student's enrollment unless otherwise directed by the Office of Student Affairs.
- C. Students shall not remove their assigned lock or place it on another locker.
- D. Personal locks are not permitted. Any personal lock placed on a locker will be removed and replaced with a COM-T-issued lock.

III. Authority to Inspect

- A. Lockers assigned to students remain the property of the COM-T.

- B. The Office of Student Affairs reserves the right to inspect lockers and locks when there is reasonable concern regarding safety, security, maintenance, or compliance with this policy or other applicable University policies.
- C. When feasible, students will receive advance notice of a locker inspection. Advance notice will not be provided when immediate access is necessary to address safety or security concerns.

IV. Return of Lockers

- A. Students must empty and return their assigned locker upon graduation, withdrawal, dismissal, or other separation from the MD program.
- B. Students must leave the COM-T-issued lock on the locker.
- C. The Office of Student Affairs will remove any remaining items after reasonable notice and will make reasonable efforts to return personal property before donating or discarding unclaimed items in accordance with University procedures.

V. Student Space Access

- A. All students, regardless of their phase in the program, will have badge-restricted access to designated student lounge and study spaces within COM-T educational facilities. These spaces provide secure areas for studying, personal belongings, and rest between academic activities.
- B. Students who experience issues with badge access or require access adjustment should contact the Office of Student Affairs for assistance.

Procedures

I. Locker Assignment

- A. The Office of Student Affairs will assign lockers to students during the first week of medical school.
- B. Students will receive a locker number and a COM-T-issued lock.
- C. Locker assignments will remain in effect throughout enrollment in the MD program unless modified by the Office of Student Affairs.
- D. Students who do not currently have an assigned locker and would like one should contact the Office of Student Affairs.

II. Locker Return

- A. Students empty their lockers upon graduation, withdrawal, dismissal, or other separation from the MD program.
- B. Students leave the COM-T-issued lock on the locker when vacating it.
- C. The Office of Student Affairs will manage any remaining property in accordance with this policy.

III. Student Lounge Access

- A. Access to designated student lounge and study spaces within COM-T educational facilities is managed through badge access.
- B. Students who experience issues with badge access or require access adjustment should contact the Office of Student Affairs for assistance.

Related Information

Campus Locker Locations (Subject to Change)

- 3rd Floor Hallway
- 3rd Floor Elevators
- 1st Floor Tan
- 1st Floor Blue
- Men's Locker Room
- Women's Locker Room

Policies

- [Arizona Board of Regents Policy 5-308: Student Code of Conduct](#)
- [COM-T Policy 9-114: Clinical Space Access Policy](#)

Revision History

2026/03/06: The Vice Dean for Medical Education approved revisions to clarify locker access for students across all phases of the MD program, and to rename the policy to “Campus Locker Use and Space Access Policy” (formerly “Student Locker Use Policy”).

2025/03/03: The Vice Dean for Medical Education approved revisions to clarify the policy and locker use in the Preclerkship Phase.

2017/10/04: Policy updated.