



**UAR NUMBER:**

**TITLE:**

**ORIGINATOR(S):**

**INITIAL ADOPTION:**

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

**SCOPE:**

**DESCRIPTION (INCLUDE DEFINITIONS):**

**RESPONSIBILITY:** It shall be the responsibility of the supervisor of the student(s) requiring the key to complete the key request and obtain approval from the appropriate dean or vice president.

**GUIDELINES:** The student's supervisor and appropriate dean or vice president determine the necessity for issuing keys to students. Keys shall be issued to students only when it is necessary for the operation of a unit or program.

A key request in the name of the student and authorized by the signature of the supervisor and the dean or vice president shall be forwarded to the Office of Facilities Management for approval and issuance.

Under no circumstances are students permitted to access University facilities at times not authorized by their supervisor.

Violation of any part of the key agreement shall result in the revocation of key privileges.

**APPROVED BY:**

VICE PRESIDENT:



DATE:

7/9/18

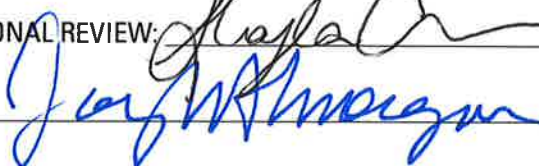
APPROPRIATE INSTITUTIONAL REVIEW:



DATE:

7-9-18

PRESIDENT:



DATE:

7/9/18