

UAR NUMBER: 502.01

TITLE: Issuance of Academic and Administrative Facility Keys to Students

ORIGINATOR: Richard Green, Manager of Public Safety

INITIAL ADOPTION: 07/21/1995

REVISION DATES:

PURPOSE: To permit the issuance of keys to University-owned or -controlled academic or administrative facilities to students when necessary for the operation of the unit or program.

PROCEDURAL REFERENCES:

None

SCOPE (Who is covered by this UAR?): All MSU students requiring keys to University-owned or -controlled academic or administrative facilities.

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

APPLICABILITY: The regulation applies to all MSU students requiring keys to University-owned or -controlled academic or administrative facilities.

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 Public Safety 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: Ron G. Eaglin

Date: 07/21/1995