

Key Policy

Conditions of Issuance

1. All keys remain the property of the University and shall be returned under the following conditions:

FACULTY and STAFF

- Upon transfer to another building or department
- Upon termination of employment
- Upon being granted a leave of absence without pay for a period of 30 calendar days or more
- Upon request of the University

STUDENTS

- At end of each academic semester or period after which key will not be used for at least 30 calendar days
 - Upon request of the University
2. No key shall be transferred, loaned, or duplicated.
 3. The loss or theft of any key shall be reported immediately to the department chairman or administrative head.
 4. Keys shall be used for purpose of conducting official University business only
 5. Individuals entering or leaving a locked area shall be responsible for securing all doors, and be held responsible for any loss or damage to University property resulting from failure to do so.
 6. Key deposits are held until such time as key(s) are returned. If key is lost/stolen, deposit **WILL NOT** be returned.