



In the event keys are lost or stolen, a prompt reporting should be made to the appropriate school dean, unit director, campus executive director/campus dean, and/or the executive director of property maintenance who will determine whether to replace the key and/or to change the lock(s). Loss of master keys involves significant costs to re-key lock cylinders and reissue keys for all relevant key holders. If negligence results in the loss of keys, persons responsible may be subject to such costs.

Contact for Interpretation: Vice President of Enrollment Management.

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This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 Revision-title changes
- 02/27/2009 - Revision-title change
- 04/25/2007 - Revision-restructured
- 04/25/2007 - Review
- 08/01/2004 - Revision-title change
- 09/15/2001 - Reissue as 5.2.4
- 09/15/2001 - Revision-title change
- 12/15/1995 - Revision-restructured
- 05/27/1992 - Inception as policy 5.8.1