

Missouri Western State University  
**Access to Buildings/Key Distribution**  
**University Policies**  
Approved: 05/12/2009

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Individuals eligible for key/chip requests include staff, part-time faculty, and students (interior keys/chips only). Students requesting keys/chips for academic areas must have the approval of the department chair and appropriate Dean of the College responsible for those areas. All other student key/chip requests must have approval of the Dean of Student Affairs. Student key/chip requests will be on a semester basis ONLY. Students must return the key/chip(s) at the end of each semester. Failure to do so will result in a hold being placed on the student's transcripts, registration, and grades. A fee of \$10.00 shall be charged for lost key(s). Payment for lost key(s) must be made before additional keys may be issued. Generally, campus doors are opened at approximately 7:00 a.m. and locked by 10:30 p.m. Monday-Friday (except on holidays). For security purposes, University policy is that all persons entering a building at other times must clear entry with a University Police Officer. (University Police will issue keys and provide access only to authorized persons.) Request forms are available in the Key Distribution Office.

**Outside Door Keys** – requests for outside door key authorizations for campus buildings should be submitted in a written format and must be approved by the Department Chairperson, appropriate Dean of the College (for faculty) and the appropriate Vice President. Criteria for eligibility for an outside door key: “a compelling reason(s) to enter a specific building at anytime during the hours of 10:30 p.m. - 7:00 a.m. Monday-Friday, and on Saturday/Sunday/holidays which cannot be reasonably accommodated through the University Police Department.”

**Sub-Master Keys** – requests for sub-master key authorizations for specific buildings must be submitted in a written format and must be approved by the appropriate Vice President. Criteria for eligibility for a sub-master key: “a compelling reason(s) to frequently have access to an entire building (includes most offices) which cannot be reasonably accommodated through the Security Office.”

**Grand Master Keys** – the University President, Vice Presidents, Chief of University Police, and specifically authorized personnel in the Maintenance Department shall have access to grand master keys. All other individuals must specifically be approved for a grand master key by the President. The approval process for issuance of a grand master key: requests shall be in a written format to the supervisor, forwarded to the appropriate Vice President with written approval by the President. Criteria for eligibility for a grand master key: “a compelling reason(s) to frequently access each building on campus (including the dormitories) which cannot reasonably be accommodated through University Police.” (NOTE: for infrequent usage a grand master key may be checked out for a limited time period to previously approved persons.)

1. MWSU faculty and staff using locked University facilities between the hours of 10 p.m. and 7 a.m. (and weekends) will wear their MWSU ID card on the front of their clothing. A device for attaching the ID to clothing will be provided by MWSU.
2. Students seeking to use locked rooms after 4:30 p.m., or to enter (or use) locked buildings between the hours of 10 p.m. and 7 a.m. (and weekends) must possess a current signed building entry pass. Students accompanied by MWSU faculty or staff are exempted from

needing a building entry pass.

3. Students using locked University facilities between the hours of 10 p.m. and 7 a.m. (and weekends) will wear a Building Entry Pass on the front of their clothing.