

Permission For Access To A Faculty Office/Keypad

Under exceptional circumstances students are given access to a faculty member's office or keypad. Permission is granted on a case-by-case basis and only at the request of the faculty member whose office or research area is being accessed. The faculty member whose office is being accessed must sign below in order for access to be granted. As the student with access to the faculty office, you must remember that the faculty office is the personal work area of that faculty member and confidential material is stored in their offices. Having access to the office does not grant access to all materials within the office. Please limit your use of the office only to those activities for which you and the faculty member have discussed in advance. To access the office you must obtain a key from the Office Supervisor or designee. This key must be returned immediately after use and cannot be absent for longer than two hours. Failure to return the key on time could result in loss of access to the faculty office.

By signing below, I grant permission to _____ to access my office in the Family Resource Center/Home Economics Building/Mabel Lee Hall/Child Development Lab (circle appropriate building). Permission to access my office is valid for the time period listed below.

The above student can have access from _____ to _____.
(date) (date)

Faculty Signature Date _____

Student Signature Date _____