Department of Art
Key Issuing Policy & Procedure - Student

**Obtaining a Key(s):**
- Fill out Key Request Form
- Return to the Art Office, Willard 111
- Keys are available 48 hours after form submittal. Picked up keys at Key Control, 134 Dykstra Hall.

  *Student ID REQUIRED at pick-up.*

**Key Returns:**
You will need to return your key(s) for the following situations:
- You are graduating.
- You are leaving the Department of Art.
- You are leaving K-State.
- Summer Break

Or
- You have finished with the class and will not be taking another class in that room in the following semester.

  *Return department keys to the Art Office, Willard 111.*

**Failure to Return Key(s):**
A HOLD is placed on your KSIS account. This affects enrollment abilities in the next semester, obtaining a transcript, or receiving a diploma. TURN YOUR KEYS IN!

**Lost Key(s):**
Fill out a lost key form. Return it to 134 Dykstra Hall along with payment for the lost key(s).

  - Currently the cost per key is $10.00 + (Tax) = $10.88.
  **Exact change or check are the only forms of payment accept.*

**Facilities Note:**
If key(s) are not pick up from Key Control within 30 of request submittal, the request expires and a new key request form will need to be submitted to the Art Office.

Updated 6/2019