

Psychology Department Policy for Office Keys

Faculty, please note that graduate students should not be given the key to your office for any extended period of time (such as, longer than it would take for them to go to your office to retrieve or drop off something for you). The reason for this policy is not because we wouldn't want advisers to use their discretion about access to their own offices, but because the faculty master also allows access to other faculty offices and to the main office, where confidential documents and money are kept. It is not appropriate for graduate students to have this access.

If a grad student needs access to your office to water plants or retrieve something, etc., while you are away, he or she can always briefly borrow a key from the department coordinator to get in (if you have given advance approval for this.)

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