

## **GUIDELINES FOR FINANCIAL INSTITUTION ACCESS TO STUDENTS ON THE CAMPUS**

The following guidelines have been established to allow banking institutions access to students of the University .

1. Any proposal for such access must be made by the institution in writing.
2. There must be significant linkage between the banking institution and its services to the mission, goals, and curriculum of the University. The proposal must describe specific benefits for individual students, the department(s) or School(s) involved, and the University.
3. Any connection to the curriculum must be clearly articulated in the proposal, and the proposal must carry with it the positive recommendation of the appropriate School Dean.
4. There must be a significant monetary savings in the costs for the service or other costs that students would normally incur.
5. The financial institution must reimburse the University for any costs incurred, including mailing labels, paper, labor, postage, and administrative time. If an automatic teller or other equipment are part of the proposal, the financial institution must fully fund all installation, operation and maintenance costs. All campus policies on the use or renovation of campus facilities must be followed.
6. The Vice Presidents for Academic Affairs, Administration and External Relations, and Student Affairs must approve any proposal. By so doing each will express concurrence on the educational benefits of the proposal, the ways in which the students will have opportunities to participate, and the timing of the initiation of the program.
7. The Office of Student Affairs will coordinate the approval and implementation of any proposals.