

Policy: **Use of Identification Cards**

Policy Number: **C-9**

Responsibility for Policy: Campus Safety

Approval Date: September 2011

Most recent review: Fall 2012

Date of most recent revision (if applicable): October 2012

### **Policy Statement**

All full- and part-time students are required to carry an official Finger Lakes Community College Student Identification Card with them at all times while on campus. Students may be asked to show their ID cards to any campus official at any time, and a student may be required to leave the campus if he/she does not produce his/her ID card upon request.

Students are strictly prohibited from (a) permitting other parties to use their ID cards for any reason, including without limitation access to services or facilities, or (b) altering or defacing their ID cards for any purposes.

### **Reason for Policy**

This policy ensures that student ID cards are used to maintain campus security, to control access to designated student services, and prevent improper use of said ID card.

### **Applicability of the Policy**

This policy applies to all Finger Lakes Community College students to whom ID cards are issued.

### **Definitions**

None

### **Related Documents**

- None

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### **Procedures**

Student Identification Cards play an important role in assisting the College in maintaining campus security and are used to control access to many student services. Students are expected to use their ID cards for the purposes designated by the College and to refrain from using ID cards for any improper purpose.

The official Finger Lakes Community College Student ID card, validated each semester, consists of a photo, student number, signature and bar graph. ID cards may be required for access to many services including academic laboratories, materials check-out from the College library, entrance to the book store and other College functions.

The loss or theft of a student ID card should immediately be reported to Campus Safety.

### **Forms/Online Processes**

- None

### **Appendix**

- None