

Approved By: President

Date Approved: February 2, 2015

1. **Summary:** This policy establishes guidelines according to which Identification Cards may be issued by Criswell College. The policy also defines the responsibilities of individuals to whom ID Cards have been assigned.
2. **Rationale:** This policy is necessary to ensure the proper issuance and use of Identification Cards.
3. **Entities Affected:** students
4. **Definitions:** Not applicable.
5. **Policy:**

Issuance

Identification Cards (ID Cards) are issued by the Academic and Administrative Information Office in accordance with the Campus Access policy. ID Cards are issued to students at the time of their first registration and to employees at the time of their employment. Registered students and employees receive their first ID Card at no charge, but fees may apply for replacement cards. Any articles of clothing, eyewear, make-up, intentionally disfigured faces, or props which hinder accurate identification are not permitted while taking ID Card photos.

ID Cards entitle holders to the rights and privileges associated with their status (staff, faculty, student, etc.). These rights and privileges are non-transferable and contingent upon active status. Employees must return their ID Cards upon termination of employment at the College.

Card holders are entitled to only one active ID Card at a time. An individual who has more than one status with the school will receive a card reflecting their primary status. For example, a full-time staff member who is also a student will receive a "Staff" card. Department heads will offer clarification on primary status when necessary.

ID Cards serve as official identification for students, employees, and authorized constituents on the campus. Photos captured for ID production become part of cardholders' records and may be used for official Criswell College business.

Responsibilities

Card holders are responsible for carrying their ID Cards with them while on campus and presenting their ID Cards upon request from college administrators, faculty, or Campus Police.

Card holders are responsible for reporting lost, stolen, and/or damaged cards to the Academic and Administrative Information Office or the Campus Chief of Police in a timely fashion in order to receive a

replacement card. Defective cards will be replaced at no charge but must be reported within 72 hours of issuance.

Card holders are responsible for all transactions made with their ID Cards.

Card holders are prohibited from transferring, altering, falsifying, or forging ID Cards. Such actions may result in disciplinary action. In addition, fraudulent or illegal use of campus ID Cards may result in criminal charges and/or civil proceedings.

Special ID Cards

Other constituents of the College needing an ID Card for temporary use must first have a request submitted on their behalf from the College administrator to whom the constituent will report. Temporary ID Cards must be returned to the College upon the termination of the commitment, purpose, or task for which the ID Card was originally issued or at the discretion of the College's administration. The responsibilities as defined above will apply to all card holders in such situations.

6. Procedure:

- a. **Implementation:** The Senior Director of Information is responsible for maintaining procedures for the implementation of this policy.
- b. **Responsibility for Compliance:** Chief Business Officer
- c. **Notification:** This policy will be posted on the College's website and a summary of the policy will be published in the College's *Student Handbook*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 2.040
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Related policies:

Policy History

Version 1.0	February 2, 2015
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