



SUBJECT: IDENTIFICATION CARDS

- I. **PURPOSE:** To provide identification cards for all faculty, staff and students and to govern their issuance and use.

- II. **POLICY:**
 - A. The identification card is used by students, faculty, and staff for admission to university activities, athletic events, and to check out library books. The card also becomes another form of personal identification.

 - B. Students who have paid their tuition and fees may receive a photo-identification card at no charge when they first enroll. Continuing students receive from the cashier's office a validation sticker for their card when tuition and fees are paid each term.

 - C. Identification cards may also be issued to all faculty and staff. The first card is issued at no charge.

 - D. Cards are issued during the first week to ten days of each term. After the third week of the term, a \$5.00 fee is charged for issuing identification cards to students, faculty and staff.

 - E. Replacement identification cards issued for a \$3.00 fee.

 - F. Upon termination of employment, employees must surrender their identification cards to the Human Resources Office.