

5.0 ID Card Policy and Procedure

Tuskegee University Faculty/Staff/Student Identification Card Policy and Procedure

POLICY

Each faculty/staff/undergraduate and graduate student of Tuskegee University is issued an Identification (ID) Card. The ID card serves as proof of status with Tuskegee University and provides access to many resources provided by and available through the University community such as dining hall meals, bookstore charging, access to buildings and residence halls, some classrooms, use of computer labs, use of the University libraries and athletic facilities.

All faculty/staff/students must maintain and carry a current ID card for the entire period that they are affiliated with the University. The cardholder is responsible for the care and safekeeping of the ID card. Protecting the ID card reduces the risk of abuse related to privileges and funds associated with the ID card and extends the life of the ID card. Holes should not be punched in the ID card and the use of stickers (other than your yearly), pins, or other items affixed to the ID card is prohibited. The magnetically encoded information on the ID card may be protected by keeping the card away from magnetic fields (for example magnets or cellular phones). No one other than the faculty/staff/student to whom the card is issued is to use the ID card. The ID card is the property of the Tuskegee University and must be presented upon the request of an appropriate University official and may be revoked at any time by the University. The Campus Card Office staff will dispose of any invalid ID cards.

Any transfer, alteration, falsification, or forgery of a Faculty/Staff/Student ID card constitutes a violation of University policy and may result in an appropriate disciplinary action to be determined by Human Resources/Provost Office/Student Affairs. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges.

5.1 Obtaining the Faculty/Staff/Student ID Card

Faculty/Staff/Student ID cards are issued by and administered through the Campus Card Office. The office is located at Thompkins Hall. To request a Student ID card, a student must present to the Campus Card Office staff a receipt from the Cashier acknowledging payment of tuition his or her Tuskegee University ID (7-digit student identification number). The Campus Card Office staff will verify that the Office of the Registrar has given the student an active student status. A head shot photo image of the student is taken by the Campus Card Office staff and the ID card is then printed, encoded and presented to the student.

5.2 Meal Plan Access Without an ID Card

University policy, as stated in the University Handbooks requires that every faculty/staff/student must carry his or her ID card at all times. A replacement ID card can be retrieved from the Campus Card Office during normal office hours. To gain access to a meal plan before a replacement ID card is obtained, and as a courtesy for extenuating circumstances, a preset number of waivers will be made available prior to charging the student the regular price for a student guest meal due to the misplaced or lost ID card.

5.3 Building Access Without an ID Card

The student should obtain a replacement ID card from the Campus Card Office during normal office hours. Building access is active approximately 20 minutes after a replacement ID card is printed.

5.4 Replacing a Missing or Damaged ID Card

If the most recently issued ID card becomes unusable due to normal wear and tear, it will be replaced at no charge. If for any other reason an ID card needs to be replaced, there is a \$30.00 non-refundable ID card replacement fee, payable by cash at the Cashier Window in Kresge Center.

Faculty/staff/students can obtain a replacement ID card from the Campus Card Office during normal office hours (Monday through Friday). The process of having a new ID card printed permanently de-activates the most recently issued card. The Campus Card Office staff will dispose of any invalid ID cards.