

## 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 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 individual is responsible for the care and safekeeping of the ID card. The ID card may be requested of an appropriate University official and may be revoked at any time for any purpose of any invalid ID cards.

Loss of a Staff/Student ID card constitutes a violation of University policy and may result in disciplinary action to be determined by Human Resources/Provost. Possession of a duplicate ID 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, 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

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 invalidates the most recently issued card. The Campus Card Office staff will dispose of any invalid ID cards.