



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Identification Card Policy

Policy Number: PRP 4955

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised 6/20/24 by the IT Subcommittee

Responsible Office: University Office of Technology

1. Purpose

Identification cards issued to all University students and employees are intended to be used as the primary source of identification on University property and to access University services while providing a secure University community.

2. Scope

This policy applies to all faculty, staff, and administrators who, as part of their official University employment, are provided a university I.D.

3. Definitions, Roles and Responsibilities

3.1. Definitions

- 3.1.1. **University Services/Functions:** Identification Card services and functions include but are not limited to: 1. Access into University buildings, apartments, and individual residence hall rooms. 2. Access to dining facilities. 3. Facilitating cashless transactions for campus services that charge a fee. 4. Signing out material from the campus library. 5. Admittance into athletic events. 6. Admittance into the campus recreation center.

3.2. Roles and Responsibilities

- 3.2.1. The Office of Information Technology oversee the issuance of university I.D cards.

4. Policy

- 4.1. As the primary source of identification, cashless commerce, and building access, students and employees are asked to carry their identification card with them at all



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times and to present it to the University Police or other University officials when requested in order to maintain safety and security of the University.

It is a violation of the University Code of Conduct to manufacture false I.D. cards or to deface, alter, or knowingly use altered or false I.D. cards.

It is also a violation to misrepresent oneself in order to ascertain a false I.D. card. I.D. cards are valid so long as the holder is a continuing member of the University community.

5. Procedures, Standards, and Guidelines

- 5.1 Students and employees receive a photo identification card free of charge when they are initially employed or enrolled at the University. The cost of replacement of lost or damaged I.D. cards, or requests for a new card, will be set at the current rate for each campus to produce them. This rate will be posted on the University website. Students and employees must present another form of picture identification when requesting a replacement I.D. card to verify one's identity. Identification Cards are the property of Commonwealth University and can only be used for University purposes. I.D. Cards are not transferable.

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

7.1. Supporting Documents

7.2. N/A

7.3. History

7.4. Established by Student Life Administration in September, 1978. Revised May 30, 1991.

7.5. Effective Date – 9/1978

7.6. Revised – 6/20/24 by the IT Subcommittee



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7.7. Next Review Date - 6/20/29

7.8. **Related Policies**

7.9. N/A

7.10. **Contacts for Additional Information and Reporting**

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