

COLLEGE POLICIES AND PROCEDURES

MEMORANDUM NO. 160

COLLEGE IDENTIFICATION CARD POLICY

Revised January 26, 2010

Revised: xxxxx

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It is the policy of Community College of Philadelphia that all current members of the College community be issued a valid Identification Card for the purposes of verifying status and of seeking access to College facilities or services.

Students enrolling in credit-bearing courses are issued Identification Cards upon registration. All student College Identification Cards are issued and are valid for a period of two years. Faculty and Staff are issued Photo Identification Cards upon hire without expiration dates. If requested, faculty and staff will be issued a new College Identification Card with an expiration date. It is required that College Identification Cards be carried at all times while on campus. College Identification Cards must be shown upon the request of any faculty member, security officer, or any other official member of the College staff. College-issued Photo Identification Cards remain the property of Community College of Philadelphia.

It is a violation of College Policy to lend the College ID card to anyone or fail to present it upon request by a faculty member, security officer, or any other College official. Such violation subjects the holder to disciplinary action. College ID's will only be replaced if lost, stolen, or upon expiration. It is a violation of this Policy to request a second ID card for convenience or any other purposes. Any replacement card will invalidate previously issued cards, so that only the most recently issued card will work with the College's one-card system.

Expired College Identification Cards must be exchanged for a new Identification Card. Failure to surrender an expired card for a new card will result in the charging of the Replacement ID Card fee.

Students enrolled in credit-bearing courses are required to have a College issued Photo Identification Card. Students who require a student identification card *without* a photo (for religious or other reasons which require accommodation) may make arrangements through the Office of Safety and Security.

Students enrolled *only* in non-credit courses may be issued a College Identification Card upon request and upon payment of the Photo Identification Card Fee. Restrictions on access to certain College services apply to College Identification Cards issued to students enrolled only in non-credit courses.

Authority for the enforcement of this policy, including validation/activation procedures, is vested within the Offices of Safety and Security, Human Resources and Planning and Finance.