
COLLEGE POLICIES AND PROCEDURES

MEMORANDUM NO. 160

COLLEGE IDENTIFICATION CARD POLICY

Original Date of Issue: July 1, 2005

Revised Date of Issue: June 25, 2007

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.

Faculty and Staff are issued Photo Identification Cards upon hire. Students enrolling in credit-bearing courses are issued Identification Cards upon registration. It is required that College Identification Cards be carried at all times while on campus. College-issued Photo Identification Cards remain the property of Community College of Philadelphia. College Identification Cards must be shown upon request by any faculty member, security officer, or any other official member of the College staff.

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 or stolen. 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.

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.

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