



SUNYADIRONDACK

Policy Title: Student Identification Cards
Document #: 4104
Effective Date: 9/5/24
Category: Student Affairs
Responsible Office: Student Affairs

This policy applies to: Students

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Summary:

SUNY Adirondack promotes a safe and secure campus environment and utilizes numerous resources in an effort to achieve that goal.

Policy:

It is the policy of SUNY Adirondack to issue identification cards to students at its campuses. The College requires all students to carry a valid SUNY Adirondack identification card to ensure the safety of students and the entire campus community.

Applicability of the Policy

The identification card (including digital identification cards) must be presented or surrendered upon request of a duly authorized College official, including but not limited to residence hall staff, Public Safety, Student Affairs staff, and students, contractors, or other staff authorized by the College to supervise campus events, activities, and residence halls. Individuals may be required to reveal their faces to confirm identity when needed to maintain campus safety or security. Upon request, students must show all identifying information shown on the card and/or surrender the card to the requesting official.

Intentional refusal to present or surrender a student identification card upon request by a College official; alteration or falsification of data on an identification card; creation and/or distribution of falsified identification cards; using an identification card to impersonate others; or refusal to reveal one's face to confirm identity; are violations of this policy and may result in disciplinary action.



Definitions:

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Student. Any individual who is currently, or has formerly taken, courses at SUNY Adirondack, full-time, part-time, credit and non-credit.

Other Related Information:

Student Handbook

<https://www.sunyacc.edu/documents/student-handbook>

Processes and Procedures:

It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by College officials and/or card readers used by the College. Replacement cards may be obtained at the Student Engagement and Diversity Initiatives Office in the Student Center on the main campus or at the Administrative Suite on the Saratoga Campus, in accordance with posted fees.

SUNY Adirondack identification cards are provided for appropriate identification use and access to buildings and services. The cards are not transferrable and are valid as long as the holder continues their specific affiliation with the campus. A campus identification card is to be used only by the person to whom it is issued. Lost or stolen cards should be reported immediately via email to the Dean for Student Affairs at deanforstudents@sunyacc.edu.

Auxiliary Services, and the College are not liable for any charges or other damages incurred if an ID is lost and used by another.

Forms:

N/A

Authority:

Authority to Approve: Vice President for Enrollment and Student Affairs

Responsible for Oversight: Dean for Student Affairs

History:

This is the first Student Identification Cards policy. This policy was approved by the President on 8/29/24.

Review:

Annually in May.

Appendices:

None.
