



Committee Meeting: Policy & Governance Committee	Date: September 17, 2024
Committee Chair: Melodie Baker	
New or Edited: Edited	

**POLICY NAME:** Identification Card Policy

**POLICY TYPE:** Board

**SUBMITTED BY:** Senior Vice President of Operations, Vice President of Administration, Executive Director of Legal Affairs

**ISSUE OR STATEMENT OF PURPOSE:**

The purpose of this policy is to require that all students possess and carry a valid SUNY Erie identification card.

**NEW OR EDITED POLICY:** Edited

**POLICY:**

Student identification card (including digital identification cards) must be presented or surrendered upon request of a duly authorized College official, including but not limited to Campus Safety staff, Student Affairs staff, and individuals authorized by the College to supervise campus events, and activities.

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.

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 I.D. Office, in accordance with posted fees.

SUNY Erie Community College 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 college. A college identification card is to be used only by the person to whom it is issued. Lost or stolen cards should be reported immediately to Campus Safety.

The College is not liable for any charges or other damages incurred if an ID is lost and used by another.



**POLICY NAME:** Identification Card Policy - **Continued**

**DOES IT SUPERCEDE A POLICY/WHICH ONE (if so, attach redline version):** Reasonable Request Policy Board Approved August 30, 2018

**POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:**  
 Policy & Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee.

**DATE OF BOARD APPROVAL:** September 26, 2024

**POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:**  
 Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual and the College Catalog

**INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:**

SUNY Model Policy sent to the campuses in August 2024.

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of September 17, 2024.

**History**

<b>Item:</b>	<b>Date:</b>	<b>Explanation:</b>
Policy Revised, Renamed, and BOT Approved	September 26, 2024	
Policy adopted	August 30, 2018	Reasonable Request Policy
Annual BOT Review/Reaffirmed		
Previously Reviewed and Extended		
Renamed		

**SUNY Erie Cross References**

<b>Policy Name or Procedure:</b>	<b>Where to find:</b>
Student Code of Conduct Policy	College Catalog
Camping Use of Tents on Campus	College Catalog
Identification Card Policy	College Catalog