

Shawnee State University

AREA:	STUDENT AFFAIRS	POLICY NO.:	3.05
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		EFFECTIVE DATE:	2/25/90
		RECOMMENDED BY:	Paul Crabtree
SUBJECT:	STUDENT IDENTIFICATION SYSTEM	APPROVED BY:	

The Student Identification System shall be administered by the Registrar to aid in the proper identification of students and to facilitate student access to various University facilities and services. A currently validated Identification Card (ID Card) shall be the only official identification document recognized by the University.

1.0 Issuance of Student Identification Cards

- 1.1 The laminated ID card shall consist of a photograph, the individual's name, social security number, birth date, signature and other such information as determined by the Registrar.
- 1.2 Procedures regarding issuance of identification cards shall be established by the Registrar with approval of the Vice President of Student Affairs.

2.0 Replacement of Lost, Damaged or Incorrect Student Identification Card

- 2.1 Replacement of lost ID cards may be initiated by reporting directly to the Office of the Registrar.
- 2.2 A fee may be charged for the replacement ID card. The fee shall be determined by the Board of Trustees.
- 2.3 No charge shall be made for replacing a damaged ID card or one found to have incorrect information. The damaged or incorrect card must be surrendered to avoid the replacement fee.

3.0 Replacement Due to Legal Change of Name

- 3.1 If such replacement is necessitated by a legal change of name, the student must notify the Office of the Registrar of such name change to initiate correction.
- 3.2 The old ID card must be surrendered to avoid a replacement fee.

4.0 Unauthorized Alteration of Student Identification Cards

- 4.1 Alteration, erasure, or defacing of an ID card shall make the card invalid and may result in disciplinary action.