POLICY STATEMENT
Every registered student, whether part-time or full-time, is issued an identification card entitling them to certain privileges in the use of facilities and services of the University. The student to whom the I.D. card is issued is entirely responsible for its use or misuse. Students must not lend their I.D. cards to any other persons and students must wear their I.D. cards when on campus. The I.D. card is the sole property of the Upstate Medical University.

PROCEDURES/ADDITIONAL INFORMATION
From time to time students may be asked by University Police officers or other University personnel, including Student Manager, Resident Advisors, and Desk Assistants to show their I.D. cards. When such requests are made by authorized personnel, students are expected to cooperate by producing their I.D. cards. This helps assure that only persons with legitimate interests use campus facilities. The I.D. card is also useful identification off campus and is necessary on campus to use various services (i.e., health service, gymnasiums, library, etc.). Any person not producing an updated validated I.D. card when requested is assumed not to be a member of the campus community and, if the situation warrants, may be asked to leave campus or be charged with trespassing.

If I.D. card is lost, it should be reported at once, and arrangements made to obtain a replacement from the Payroll Office, First Floor, in Jacobsen Hall (It is important to report such a loss as soon as possible so that the library and other areas where the card may be misused can be alerted.). There is a fee for replacing lost or mutilated I.D. cards.

Misuse of I.D. cards may lead to University disciplinary action and/or other legal action.

RESPONSIBILITIES
Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.