

ADMINISTRATIVE DIVISION STAF Division of Student Affairs and Academic Support	POLICY NUMBER STAF 1.04
POLICY TITLE University Student Identification Cards	
SCOPE OF POLICY Columbia Campus	DATE OF REVISION July 21, 2020
RESPONSIBLE OFFICER Vice President for Student Affairs	ADMINISTRATIVE OFFICE Office of the Vice President

PURPOSE

The purpose of the University Student Identification Card is to serve as a permanent identification while you are at the university and provide guidelines of usage.

DEFINITIONS

Student: a person who is currently enrolled at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus, or who engaged in prohibited conduct at a time when the individual met the above criteria. Individuals who are not currently enrolled at the university remain subject to the disciplinary process for conduct that occurred while they were enrolled.

Office of Student Conduct and Academic Integrity: The Office of Student Conduct and Academic Integrity promote individual student development and a campus climate of civility and accountability. This office upholds the behavioral and academic standards of the Code of Conduct and Honor Code which encourage education and accountability. We aim to advance responsible community citizenship through promotion of The Carolinian's Creed.

POLICY STATEMENT

University Student Identification Cards (hereafter referred to as IDs) exist as University property. IDs are intended for the sole and exclusive use of the student to whom the ID is issued for purposes of identification as a member of the University community and qualification for University services and activities. Because misuse of IDs may have a negative impact on both students and the institution in general, students are expected to abide by the following guidelines

PROCEDURES

A. Possession

1. A student should have only one ID with his/her name in his/her possession, and it should be the one most recently issued to him/her by Carolina Card office. A student may have another student's ID in his/her possession only if authorized by the student to whom the ID belongs, and in specific circumstances for which such possession is necessary and permitted (such as the purchase of tickets for campus events).

B. Replacement IDs

1. A student should apply for a new ID card at the Carolina Card office when his/her former

ID is:

- a. Lost
 - b. Stolen (and a theft report has been filed with University Police)
 - c. Damaged and unusable (as confirmed by staff in the Carolina Card office). Applying for or acquiring a new ID while in possession of a usable ID is in violation of this policy.
2. After a new ID is issued, if the lost or stolen ID is found or returned, students must immediately forward the card to the Carolina Card office. The previous ID card cannot be reactivated at any time. Attempts to use an invalid ID card may result in confiscation and possible disciplinary action.

C. Confiscation

1. University staff may confiscate IDs in the following situations:
 - a. When there is an indication that an ID is invalid. This ID will be forwarded to the Carolina Card office and not returned to the student.
 - b. At any event or location, when a student presents an ID which does not match his/her appearance and cannot produce another form of picture identification to confirm his/her identity.
 - c. Student disciplinary action may also be initiated in this situation. For further information about the possession, use, confiscation, or replacement of ID cards contact the Carolina Card office or the Office of Student Judicial Programs.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

As applicable

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 1, 1992	New policy approval
August 24, 2010	Policy organization, content, and accuracy reviewed; no substantive revisions required.
July 21, 2020	Update to new policy template. No substantive revisions required.