

College ID Cards



Policy Number: 06.009	Responsible Office: Public Safety	Governing Body: College Council	Last Review Date: 5/18/2022
Scope: This policy applies to students and employees of Antioch College			

I. Introduction

This policy provides students, faculty, and staff with a means of personal identification that can also serve as certification of eligibility for college services.

II. Identification Cards

- A. All students, faculty, and staff are provided with an Antioch College ID Card, the official ID card of the college.
- B. For students to obtain an ID Card, they must be accepted for admission and registered for classes. Faculty and staff are issued ID Cards during employee orientation. ID photos are taken by the Office of Public Safety.
- C. An ID card is required for access to the classrooms and the residence halls as well as the library. Public Safety staff will not grant individuals access to buildings unless they have their ID Card.
- D. Lost, stolen, or damaged ID cards should be reported to the Office of Public Safety. Replacement cards are obtained through Public Safety for a fee of \$15 and will be charged to the individual's student account or through a traditional payment method.
- E. ID Cards should be carried at all times and presented upon request by a college official including Public Safety staff.
- F. Improper use of an ID Card, such as loaning, is prohibited.