

## **SUNY Maritime College Identification Card (ID Card) Policy**

The SUNY Maritime College identification card (ID) identifies you as a current member of the Maritime community. Your ID card may be used in accordance with College policies and conditions for library services and meal plans, as well as an electronic door key to access facilities on campus.

The ID card is the property of SUNY Maritime College and is non-transferable. College policy encourages all individuals issued a card, including students, faculty, staff, contractors and visitors to wear their ID clearly visible on their outermost garment at all times while on campus. The ID card may be used for such purposes as the College designates and may be revoked at any time. Access to property, facilities and services may be predicated on presentation of a valid ID card. The ID card must be presented and/or surrendered upon demand by a College official; failure to do so, or lending this card to anyone, is considered misuse and may subject the holder to disciplinary action, in accordance with but not limited to SUNY Maritime College policies, the Student Code of Conduct, and the Rules and Regulations Manual for the Regiment of Cadets. Lost or stolen cards must be reported promptly to the Office of Enrollment Services. There is a replacement fee for lost, stolen, confiscated, or damaged ID cards in accordance with posted fee schedules.

Alteration or falsification of data on a SUNY Maritime College ID card, or creation and/or distribution of falsified ID cards may subject the holder to disciplinary action in accordance with but, not limited to SUNY Maritime College policies, the Student Code of Conduct, and the Rules and Regulations Manual for the Regiment of Cadets, SUNY policies, and local, state and federal laws. Confiscation of the ID card is authorized. It is the responsibility of the holder to pay for and replace their SUNY Maritime College ID card if it is confiscated.

No person shall possess more than one SUNY Maritime College identification card. All cards, not previously replaced, that have been turned in to the Office of Enrollment Services are kept on file for one complete semester to enable the person to claim the lost identification card. If the person has already replaced his/her identification card when the original one is turned in, the found identification card is destroyed.

SUNY Maritime College is not liable for any charges made to your meal plan or to Meal Dollars if a card is lost or stolen. Please exercise extreme care with your ID card.

The ID card is void upon termination or interruption of enrollment and/or employment and may be suspended during disciplinary actions.

Access to SUNY Maritime College facilities or services may be denied as the College may suspend or deactivate your account for administrative reasons.

SUNY Maritime College reserves the right to change these policies and the procedures set forth here at any time.

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