

TENNESSEE STATE UNIVERSITY

IDENTIFICATION CARDS

All faculty, staff and students are required to wear a current Tennessee State University identification (ID) card containing an assigned identification number, which should be in their possession at all times. This card is used for identification purposes in accessing University buildings and grounds, attending athletic activities and utilizing university resources, along with attending University sponsored events, and dining on campus.

The first TSU ID card is issued to a student at no charge. Replacements for lost or stolen ID cards will cost \$15. Except on weekends or holidays, ID cards can be replaced within 24 hours and persons may be required to secure a temporary day pass.

Faculty, staff and students should be prepared to show their ID card when requested by residence life staff, public safety and security personnel, faculty, staff, or administrators, and to access residence halls, campus facilities, events and on university property. Failure to show the ID card when requested may result in disciplinary action.

The identification card must be surrendered if a faculty, staff or student resign or withdraw from the University in order for that action to be processed.

Falsifying an identity or that of another person is against the law and will result in disciplinary action at Tennessee State University.

Frequently Asked Questions: Identification Card/Lanyard

1. Why do I have to display my TSU identification card?

Beginning Spring 2014, all students, employees and visitors will wear visible TSU approved identification cards so that others will know if they are authorized to be on the campus. University visitors are subject to be required to wear an approved ID to be identifiable. Visitors can secure a visitors ID through the department/area you are visiting. Visitors are always welcome on our campus; we want to treat guests with respect and be helpful while they are on university property and at university sponsored events. However, we realized during the previous years, that some individuals were taking advantage of our open and welcoming campus in order to engage in undesirable behaviors. To be able to readily identify individuals on the campus or at a university sponsored event, we must determine if they are a part of the TSU family, this will greatly enhance our campus climate.

2. **When/ where can I get my TSU ID card and lanyard?**

IDs are processed by the ID Center located in McCord Hall, room #021. The requirements for issuance of a TSU ID include:

- Photo identification - a valid driver's license or other form of government photo ID (state ID card, military ID, passport, or residence alien card).
- Students must complete registration and confirm their courses
- Faculty/staff must have an assigned role in Human Resources System or Banner System

The photo ID is issued immediately after being photographed.

The first ID card is included in fees. Lost or stolen ID cards are replaced for a \$15 fee payable in the Bursar's office.

3. Once registered an individual can obtain an ID card from the TSU Campus Police Department.

4. **How much will it cost to get my ID card and lanyard?**

A student's first ID card and lanyard are provided at no charge to the student, but a replacement fee is charged for any subsequent ID cards/lanyards (\$15 for ID cards, lanyard and badge holders).

5. **What if my ID card becomes cracked, broken, lost or stolen?**

Broken or cracked cards are not considered valid and must be replaced—a replacement charge is required. If a card is lost or stolen, please contact Campus Police immediately. Visit the ID Center to report the card as lost or stolen. **A card cannot be marked lost over the phone. Once a card is marked lost, it cannot be reversed.** A new ID card and account number will be generated for you one hour after reporting the card lost. Cards reported lost or stolen after 3:30 pm will be processed the next business day. Funds assigned to the old card will automatically be transferred to the new one within 24-48 business hours.

PLEASE NOTE: a replacement card cannot be generated if you are not enrolled and taking classes for the current semester.

There is a \$15 fee for a replacement card (lost, stolen, and/or damaged). The fee is payable at the Bursar's Office located in the McWherter Administration Building. The cashier window closes at 3:30 pm daily. Bring your receipt to the Campus Police Department to receive your new card. View the [Card Brochure](#) to access information about transferring your meal plan to your new card, and how to activate your new card.

6. **I am a returning student, is my ID card still valid?**
Students ID cards are considered VALID only for individuals registered for the CURRENT semester.
7. **What do I do if I forget my ID card?**
Students may get a day guest pass ID from Campus Police. Similarly, employees may get a day guest pass with their Vice President's written request.
8. **When does the TSU campus ID policy become effective?**
March 1, 2014.
9. **Whom does this ID policy affect?**
It applies to all students, faculty, staff and visitors.
10. **How will this policy be communicated to students and employees?**
Education regarding Tennessee State University's Identification (ID) policy will be included in formal orientation classes for all incoming students. Classroom Instructors will communicate the ID policy to all students in their classes. All administrators, deans, directors, department chairs, and supervisors will communicate the policy to everyone within their areas of responsibility. The Office of Human Resources will coordinate all new employees orientation that will include persons securing an ID and being knowledgeable of the ID Policy.

Departments who employ temporary employees that report directly to a department/unit are required to inform and verify that the temporary employee comply with university policy to secure and wear a university issued ID. The hiring department is also responsible to collect and return the ID to the ID Center.

11. **How will Tennessee State University address compliance of this policy?**
Tennessee State University believes that self-enforcement will become a part of the normal behavior of the campus faculty/staff/students and visitors. It is expected that students, faculty, and staff will come to recognize the value of this policy and will choose to comply. Compliance with this policy is the shared responsibility and the right of all Tennessee State University staff, students and faculty members. Any member of the TSU community may respectfully ask individuals to comply with this policy and or/report non-compliance when appropriate.

If a student becomes defiant or repeatedly violates this policy, the student will be reported to Campus Police and may be asked to leave the TSU campus and will be referred for disciplinary action in accordance with the Student Code of Conduct. Similarly, if an employee repeatedly violates the policy, the employee will be reported to Human Resources for action in violation of University policy.

12. What are the specific guidelines for wearing the ID/lanyard?

1. Lanyards must be worn around the neck while on campus, and the ID card must be clearly visible at all times, unless it should be removed for safety reasons or an approved ADA variance.
2. Any lanyard is acceptable, but it must be similar in design and worn in the same manner as the official University lanyard. The color of the lanyard is not critical.
3. No one will be allowed into class, receive a syllabus or take exams without wearing his or her ID.
4. Students who do not have their ID/lanyards may pick up a Day Pass at Campus Police. Employees may obtain approval for a temporary ID (limited to one day) approval from their Vice President's respective designee.
5. If a Day Pass is requested frequently faculty, staff and students should go to the Cashier's Office in McWherter Administration Building to pay the designated amount, then take the receipt to the ID Center and pick up the pass.

13. Why should I comply?

Per University policy, students and employees must display their TSU ID card whenever present on campus. The ID card is necessary for admission to University activities, computer labs, and various centers, use of learning resources, at the Testing Center and other campus facilities and functions.

The TSU Identification (ID) card is the property of Tennessee State University and must be surrendered upon demand if requested by a Tennessee State University official.

14. Additional Rules and Guidelines

Individuals who fail to comply are subject to be fined or a written failure to comply with university policy citation and/or fine.