

**Policy on Campus-Issued Identification Cards**  
**Policy Number 50004.1**

**Type of Policy:** Administrative

**Last Revised:** August 31, 2024

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**Policy Statement:** It is the policy of the State University of New York (SUNY) to issue identification cards to students at its campuses. SUNY Cobleskill requires all students to carry a valid SUNY Cobleskill identification card (“Coby ID”) to ensure the safety of students and the entire campus community.

**Applicability of the Policy:** The identification card (including digital identification cards) must be presented or surrendered upon request of a duly authorized College official, including but not limited to residence hall staff, University Police, Student Development staff, and students, contractors, or other staff authorized by the College to supervise campus events, activities, and residence halls. Individuals may be required to reveal their faces to confirm identity when needed to maintain campus safety or security. Upon request, students must show all identifying information shown on the card and/or surrender the card to the requesting official.

Intentional refusal to present or surrender a student identification card upon request by a College official; alteration or falsification of data on an identification card; creation and/or distribution of falsified identification cards; using an identification card to impersonate others; or refusal to reveal one’s face to confirm identity; are violations of this policy and may result in disciplinary action.

**Procedures:**

It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by College officials and/or card readers used by the College. Replacement cards may be obtained at the I.D. Office, in accordance with posted fees.

SUNY Cobleskill identification cards are provided for appropriate identification use and access to buildings and services. The cards are not transferrable and are valid as long as the holder continues their specific affiliation with the campus. A campus identification card is to be used only by the person to whom it is issued. Lost or stolen cards should be reported immediately to the Coby ID Office, Bouck Hall.

Cobleskill Auxiliary Services and the College are not liable for any charges or other damages incurred if an ID is lost and used by another.

**Policy History:**

Revision Date	Author/Owner	Description of Action
August 31, 2024	Dr. Anne Hopkins Gross	Adoption of policy