



Personal Identification

1. PURPOSE

This policy establishes the expectations and requirements associated with the creation and distribution of college identification cards (ID) at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all NPRC academic students, employees, proctors, and Workforce Development Instructors, as applicable.

3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key
- 3.4 PROC-1045-01: Personal Identification

4. DEFINITIONS

- 4.1 An Academic Student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.
- 4.2 Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.3 A Proctor is a person who monitors students and class delivery at instructional locations.

5. POLICY

- 5.1 NPRC issues identification cards (ID) to all NPRC academic students, employees, Workforce Development instructors and proctors, as outlined in PROC-1045-01: Personal Identification.
- 5.2 These IDs contain the library ID number for use in the Warren Public Library system.
- 5.3 NPRC identification requires a middle initial. If a student, faculty, or staff members’ name does not have a middle initial an “X” will serve as such.

- 5.4 Students who do not submit a photo for their ID will be sent an ID without a photo in alignment with PROC-1045-01: Personal Identification so they may still use the ID card with the library system.
- 5.5 ID's will have a five-year expiration date.
- 5.6 NPRC Student IDs may be used as photo IDs for verification of identity for tests, admittance into an instructional location, and in some instances, used for student discounts.
- 5.7 Some NPRC partner locations may require an additional ID from the partner institution to access buildings.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Office of the Registrar is responsible for the creation and distribution of IDs to students, proctors, and faculty.
- 6.2 The Office of Information Technology, Safety, and Facilities is responsible for the creation and distribution of IDs to all administration and staff.
- 6.3 The Office of the Registrar and the Office of Information Technology, Safety, and Facilities will be responsible for monitoring the expiration dates of the ID's they maintain and reissuing ID's that have reached the five-year expiration.
- 6.4 The Vice President of Enrollment and Student Services and the Vice President of Finance and Operations are jointly responsible for the oversight and administration of the policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on file

Chairperson, Board of Trustees
Signature on file

Date

President

Date

Revision Notes: Policy in Revision