



Name of Policy: Photo ID/Access Cards
Source: Campus Security
Form to Complete: N/A

**Policy:**

Photo ID/access cards will be issued annually to new students during orientation and employees upon hire. The ID card serves as your identification on campus, is your access control card for campus buildings (including your room in the Barbara Marshall Residence Hall), and allows use of your meal plan and dining dollars. Therefore, students and campus employees should carry their ID at all times and it is the responsibility of the students and employees to maintain their photo ID/access cards.

Lost ID cards should be reported to security immediately. You may reach security at [security@kcai.edu](mailto:security@kcai.edu) or 816-931-6666. There is a \$10.00 charge for a replacement card, which is to be paid to the Business Office upon reissue of the card. If students are unable to pay the fee at that time, a hold will be placed on the student's account until the fee is paid.