



POLICY AND PROCEDURE

TITLE:	Student ID Cards and Pictures
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POLICY STATEMENT:

All students at Goodwin University are issued a student identification (ID) card for the purposes of security related identification, to use in financial aid situations and to use in the various other functions of University life at Goodwin University. Each student is expected to have and wear an ID card. The initial card is provided at no cost to the student. Subsequent cards will cost \$10 for a replacement.

PROCEDURE DETAILS:

1. Any Goodwin University student who is registered for the current or the next semester's classes and can be verified through the University's security system or the Registrar's Office should receive and wear an ID card.
2. ID cards are created in the IT Department, 247 Riverside Drive, 1st floor, East Hartford, CT or the Admissions department located at One Riverside Drive.
3. To ensure campus safety, all persons must present some form of U.S. government-issued photo identification, such as a driver's license, military ID, passport, etc. before an ID card will be processed. Digital copies and paper copies are not accepted. This identification will not be needed if the student is escorted to IT with their Admissions Officer as a new student, with the new student paperwork.
4. For security purposes, head coverings or dark glasses cannot be worn. The only exceptions are for persons who have a sincere religious belief or persuasion that does not allow them to remove head coverings, or for a head covering worn as a result of medical treatment. Head coverings worn for these reasons must not cover or distort the face.
5. There is no charge for your first card - the fee for any subsequent replacement card is \$10.
6. The replacement card fee is paid in the Accounting Department on the 1st floor of the main building at One Riverside Drive, East Hartford, CT, across from the Auditorium. They will accept credit/debit card, cash or check. Bring some form of U.S. government-issued photo identification with you for identity verification purposes.
7. Once you have paid this fee, you will get a receipt. This can then be brought to the IT Department, 247 Riverside Dr., 1st floor, East Hartford, CT where a replacement card can be made and the receipt stamped.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☒ STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Director, IT

AVP, Enrollment

VP for Student Affairs and Dean of Students

VP for Finance

Director of Campus Safety and Security

HISTORY:

Created and Approved 2010

Revised July 2011

Revised March 2014

Reviewed February 2016

Revised October 2017

Reviewed April 2018

Reviewed April 2019

Updated with new logo January 2020

Revised July 2025

EFFECTIVE DATE:	September 6, 2010
RESPONSIBLE OFFICE (ONLY ONE):	Information Technology
REVIEW DATE:	Annually