



**Campus Photo Identification Cards  
Campus Policies & Procedures 220.1.1  
Chancellor's Office**

**UAEACCP 220.1.1 CAMPUS PHOTO IDENTIFICATION CARDS**

I. Purpose and Scope

As part of UA-EACC's commitment to safety, all students and employees must obtain and wear an UA-EACC-issued photo identification (ID) badge. The helps campus safety and security personnel identify who is on campus for a legitimate educational purpose. Those not displaying a badge may be asked to provide alternate identification or to identify themselves as requested by security personnel or others acting in their professional capacity.

II. Procedures

1. ID badges will be issued in two categories:
  - a. Student IDs: horizontally oriented;
  - b. Employee and Board of Visitors IDs: vertically oriented.
2. Employees and students must visibly display their ID badge on their person while on campus.
3. IDs should be encased in a plastic sleeve for protection and clipped to the upper torso or displayed on a lanyard in a location where they are visible.
4. Student IDs may be obtained in the Welcome Center.
5. Employee IDs are issued upon hire and may be obtained from the Administration building.
6. One badge per academic year will be printed free for all students and employees.
7. Replacement badges that are printed within the same academic year may incur a reasonable cost.
8. The ID badge may be used only by the individual to whom it was issued.
9. A pattern of failing to wear the UA EACC badge may result in disciplinary action. Security will report employees who repeatedly fail to wear their ID badge to the supervising administrator and the Chancellor; security will report students to the chief student services officer. Reporting will be done at least once a year in February for evaluations or on an as-needed basis.
10. The UA-EACC ID badge is the property of the UA-EACC and may be revoked for inappropriate use.
11. Students may be required to return an ID badge if they are suspended from the College.
12. The UA-EACC Employee ID badge must be returned to the Office of Human Resources upon separation of employment.

Other applicable documents:

Revision History:

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Review/Approval: Chancellor, Safety and Security, Student Services, Human Resources