



FIT Campus Card and Campus Access

Policy SS005

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Responsible Administrator: Vice President for Finance and Administration

Responsible Office: The Department of Public Safety

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Policy Statement

The Fashion Institute of Technology (“FIT” or “the college”) FIT Campus Card is an official identification for access to college facilities and services¹. It is non-transferable and must be validated each semester. The FIT Campus Card shall remain the property of FIT and must be surrendered on request from a campus official. By obtaining an FIT Campus Card, card holders agree to the policies and procedures herein. Visitors to the campus may obtain temporary passes from the Public Safety office for short-term access to FIT campus facilities.

Reason for the Policy

FIT’s commitment to maintain a secure environment requires a verified form of identification of all persons on campus. This policy is implemented to control the distribution and use of FIT-issued identification cards (ID).

Who is Responsible for this Policy

- Department of Public Safety
- Human Resource Management and Labor Relations
- Office of the Registrar

Who is Affected by this Policy

- All FIT students and employees
- All campus visitors

Definitions

- **Visitor:** anyone who is not currently enrolled as an FIT student, is not a current employee at FIT, or is otherwise not a member of the FIT community.

¹ Additional access policies may apply or vary for the Library, those in Precollege Programs, or for access to the Residence Halls.

Principles

- **FIT Campus Card Use**

The FIT Campus Card is the holder's official campus multi-use card. FIT issues several categories of ID campus cards to identify members of its community, including but not limited to, students, employees, and contractors. Only one FIT Campus Card may be issued per person, even for individuals who may hold dual-status, such as employee/student. Visitors and students from other SUNY programs with proper ID will be issued temporary passes. The FIT Campus Card must contain a clear picture, name, and title and/or role of the cardholder².

The FIT Campus Card may be used for:

- **Access:** At all times, an FIT Campus Card must be presented to Public Safety personnel to enter campus facilities and events, as well as some academic and administrative offices, FIT residence halls, after-hours labs and classrooms, and other restricted areas.
- **Campus Services:** An FIT Campus Card can be used as a declining balance card to purchase campus services, such as Print/FX and dining services.

An FIT Campus Card should be protected the same way a credit or debit card would be protected. Lost, stolen, or damaged FIT Campus Cards must be reported to the Department of Public Safety immediately to protect accounts and campus-access privileges.

- **Requirements for ID Photograph**

Photo identification cards are essential for entry to the various buildings comprising the campus. The key requirement of the FIT Card image is that the photo clearly identifies the cardholder. The college requires that any member of the community who wears something that substantially conceals the face be required to remove it before having a photo taken for an official campus identification card.

- **Fees**

Student FIT Campus Cards are subject to a replacement fee.

Replacement fees may be waived under the following circumstances:

- Stolen FIT Campus Cards, when verified through an incident report or police report;
- Name changes (this includes legal and chosen name);

No fee will be charged if a card must be replaced because the magnetic stripe malfunctions, provided that the card has not been intentionally damaged or misused.

- **Validation Stickers**

The applicable validation sticker and/or date must be affixed to the FIT Campus Card.

- **Child Protection and Mandatory Reporting of Abuse Policy**

In accordance with FIT's [Child Protection and Mandatory Reporting of Abuse Policy](#), programs and events involving children carry additional ID requirements. See Child Protection and Mandatory Reporting of Abuse Policy for further information.

² Employee cards state the employee's title, and student cards designate "student" as the title.

- **Visitors**

Temporary access passes good from one day to six months are issued for visitors, students from other SUNY schools, and those unable to produce their FIT Campus Card.

Visitors must have a legitimate reason for being on campus (including but not limited to: attending a public event at the college, as an invited guest of an employee or for a meeting, or a prospective student visiting the Office of Admissions).

In order to be allowed into the FIT campus facilities as a visitor, acceptable ID must be shown.

The following are acceptable forms of identification:

- Current driver's license or other government-issued photo identification card
- Current passport
- Current military ID
- college and high school students may use student photo ID if the card has a date sticker or other validation
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The following are not acceptable ID:

- Copies of acceptable ID
- Expired versions of any ID
- Credit or debit cards
- Work ID, unless government issued
- Business cards

Responsibilities

N/A

Procedures

- **How to Obtain an FIT Campus Card**

Once an FIT ID number is issued for identification, the number will be electronically uploaded into the FIT Campus Card system along with other associated demographic information.

- **For students:** provide proof of registration before a photo will be taken and a card issued either at orientation or by going to the FIT Photo ID office, 236 West 27th Street, 1st Floor.
- **For employees and all others needing an FIT Campus Card:** report to 236 W. 27th Street, 1st Floor.

- **FIT Campus Card Management**

Students and employees may go to their MyFIT accounts to add money to their FIT Campus Card accounts, check on Campus Card activity and balances, report a lost or stolen Campus Card, or place a hold on account activity. A tutorial on managing a Campus Card account is available at (see Related Documents for more information).

- **Replacement FIT Campus Cards**

A lost, stolen, or damaged FIT Campus Card may be reported in person or by phone to the Public Safety office. Public Safety will deactivate the access stripe immediately upon notification that the card is lost or stolen, or when a card user has been issued a replacement card, ensuring that

no one will be able to use the account or access privileges. All remaining declining balances on the FIT Campus Card will transfer over to the new ID card.

Students seeking a replacement FIT Campus Card should visit the Office of the Bursar to pay the replacement card fee and present their payment receipt to the Department of Public Safety for issue of a new card.

Students seeking a new FIT Campus Card due to a legal or chosen name change should complete their name change via the process outlined in FIT's [Chosen Name](#) policy. The Dean of Students will contact Public Safety to waive the fee.

- **Status Change**

The status of an FIT Campus Card holder may change, which requires an update to their FIT issued ID card, and or access to certain facilities on campus. Supervisors must confer with the Director of Public Safety or designee to approve any changes in access to a card holder's FIT Campus card. FIT employees and contractors must forfeit their FIT Campus Cards upon separation from the college.

Violations

FIT Campus Cards are non-transferable. It is a violation of this policy to engage in any fraudulent use or misuse (i.e., defacing a card, creating a facsimile, or possessing duplicate cards) of an FIT Campus Card, to use an FIT Campus Card for any purpose that is illegal or violates FIT policy, or to use a lost or stolen FIT Campus Card in any way.

Where the FIT Campus Card acts as a declining balance card, any transaction of any type is unauthorized if it is not initiated by its approved user. Anyone deliberately misusing an FIT Campus Card may be subject to disciplinary action as allowed by FIT policy or law, including but not limited to, confiscation of the campus card.

Related Policies

- [Child Protection and Mandatory Reporting of Abuse](#)

Related Documents

- [FIT Campus Cards](#)

Contacts

- **Department of Public Safety**
236 West 27th Street
(212) 217-4999