



# 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”) Campus Card is an official, college-issued form of identification that allows access to college facilities and services<sup>1</sup>. 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 a FIT Campus Card, cardholders agree to the policies and procedures of FIT. Visitors to the campus may obtain temporary access passes from the Department of Public Safety for short-term access to FIT campus facilities.

## Reason for the Policy

FIT is committed to maintaining a safe and secure working and learning environment. Therefore, a FIT Campus Card or temporary access pass is required of all persons on campus. This policy safeguards and standardizes the distribution and use of FIT Campus Cards.

## Who is Responsible for this Policy

- Department of Public Safety

## Who is Affected by this Policy

- All FIT students and employees
- All campus visitors

## Definitions

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

## Principles

- **FIT Campus Card**

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

FIT issues several categories of FIT Campus Cards to identify members of its community, including, but not limited to, students, employees, and contractors. FIT Campus Cards are the property of FIT.

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 will be issued temporary passes upon presenting valid ID. (see Procedures section).

The FIT Campus Card must contain a clear picture, name, and title and/or role of the cardholder<sup>2</sup>.

A 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. (For more information, see “Replacement of FIT Campus Cards” in the Procedures section.)

- **FIT Campus Card Use**

The FIT Campus Card is the cardholder’s official campus multi-use card and may be used for:

- **Access:** A current, valid, FIT Campus Card must always 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.

- **Requirements for ID Photograph**

FIT Campus Cards are essential for entry to the various buildings at the college. As such, the photo on the FIT ID Card must clearly identify the cardholder. Therefore, the college requires that anyone wearing something that substantially conceals their face remove it before taking their photo for a FIT Campus 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 Department of Public Safety provides validation stickers for Fall and Spring terms each year. The applicable validation sticker and date must be affixed to the FIT Campus Card in order to access campus facilities.

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<sup>2</sup> Employee cards state the employee’s title, and student cards designate “student” as the title.

- **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.

- **Visitors**

Visitors must have a valid reason to be on campus, such as attending a public event, being invited by an employee, attending a meeting, or visiting the Office of Admissions as a prospective student.

Temporary access passes are issued for visitors, students from other SUNY schools, and those unable to produce their FIT Campus Card. They remain valid for one day to six months from the date of issuance. All visitors and others needing temporary access cards must check in via the Public Safety desk in the Feldman Lobby<sup>3</sup>.

In order to be allowed into the FIT campus facilities as a visitor, an acceptable ID must be shown to receive a temporary access card.

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

The following are **not** acceptable forms of identification:

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

## Responsibilities

- **Public Safety:**

- Provides FIT Campus Cards and validation stickers to students and FIT faculty and staff as appropriate;
- Approves and configures access permission on FIT Campus Cards;
- Deactivates access upon report of lost or stolen FIT Campus Cards;
- Deactivates access for employees ending employment at FIT
- Facilitates the replacement of lost or stolen FIT Campus Cards; and
- Manages FIT Campus Card updates resulting from status or chosen name changes.

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<sup>3</sup>Library Visitors with appointments are the exception; for more information on the check-in process for Library Visitors, please see the Library Visitors policy.

## Procedures

- **Obtaining a FIT Campus Card**

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

- **For students:** Students can obtain their FIT Campus Card by providing proof of registration. Photos can be taken, and cards may be issued, either during orientation or at the Public Safety main office, located at 236 West 27th Street, 1st Floor. Students may submit their own photos in advance, provided that the photos meet these criteria, using the application on the Campus Card website.
- **For employees and all others needing a FIT Campus Card:** report to 236 W. 27<sup>th</sup> Street, 1<sup>st</sup> Floor.

- **Changing Card Access**

- If an employee changes roles at the college and needs access to different spaces or an update to the access permissions on their FIT Campus Card, they should email Public Safety with their supervisor copied on the message. Public Safety will then make the necessary changes.

- **Obtaining Validation Stickers**

- Validation stickers are provided by the Department of Public Safety. Students can obtain their stickers at the start of each semester at tabling events managed by Public Safety. Faculty and staff can obtain validation stickers directly from Public Safety, or supervisors may send Public Safety a list of employees to obtain stickers for their department. Validation stickers are also available at all times in the Office of Public Safety at 236 West 27th Street, first floor.

- **Replacement FIT Campus Cards**

A lost, stolen, or damaged FIT Campus Card may be reported in person or by phone to the Department of Public Safety.

Students are responsible for any transactions made before a lost or stolen card is deactivated. Therefore, students are encouraged to report lost/stolen cards immediately to prevent unauthorized use.

Public Safety will deactivate access immediately when notified of a lost or stolen card or after issuing a replacement. This ensures no one can misuse the account or access privileges. Any remaining declining balance on the FIT Campus Card will be transferred to the new card.

- **Students:**

- Students seeking a *replacement* FIT Campus Card should first visit the Office of the Bursar to pay the replacement fee. Then, they must present the payment receipt to the Department of Public Safety for issuance 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 and facilitate the printing of a new FIT Campus Card.

- **Employees:**
  - Employees in need of a replacement FIT Campus Card should send an email request to [campus\\_security@fitnyc.edu](mailto:campus_security@fitnyc.edu) and include their supervisor in their request.
- **FIT Campus Card Management**

Students and employees may go to their eAccount or MyFIT 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).
- **Status Change**

An FIT Campus Card holder's status may change, for example, a student may become an FIT employee, which may require an update to their card and access to certain facilities on campus. Supervisors must consult with the Director of Public Safety or their designee to approve any changes to a cardholder's access.

FIT employees and contractors **must** forfeit their FIT Campus Cards upon separation from the college.

## Violations

FIT Campus Cards are non-transferable. It is against policy to misuse or fraudulently use a FIT Campus Card, such as defacing or otherwise damaging the card, creating a copy, or possessing duplicate cards. It is also a violation to use the card for illegal activities, actions that violate FIT policy, or to use a lost or stolen card in any way.

The FIT Campus Card may be used as a declining balance card; any transaction is unauthorized if it is not made by the approved user. Anyone found misusing a FIT Campus Card may face disciplinary action, as outlined by FIT policy, law, or FIT's Collective Bargaining Agreement where applicable, including having the card confiscated.

## Related Policies

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

## Related Documents

- [FIT Campus Card Management](#)

## Contacts

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