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LAKE-SUMTERSTATECOLLEGE  
ADMINISTRATIVEPROCEDURE

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TITLE: COLLEGEIDENTIFICATION CARDS

NUMBER:PRO 7-17

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REFERENCE: Catalog & Student Handbook  
Administrative Procedure 5-25

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I. PURPOSE

To establish and maintain a method for identifying and verifying status of individuals on Lake-Sumter State College

- produce their card for inspection upon request by a college faculty member, staff member, security officer or other college official at any time.
- g. It is a violation of College Policy to lend the College Photoidentification Card to anyone, alter the ID in anyway or fail to present it upon request by a faculty member, staff member,

4. In order to receive an ID card, students will be required to show any one of the following valid forms of photo ID:
  - Passport (USA or International);
  - Driver's License (USA Only);
  - State issued (Non-driver) ID;
  - US Military ID;
  - INS ID (Green card);
  - Employee ID with Photo;
  - School ID with Photo.
5. Photos will show a clear, front-facing unobstructed full face view. No hats/head coverings except for religious purposes or dark glasses should be worn;
6. Students who are fully online may either come to a campus to obtain their card or may submit a passport quality photo, showing a clear, front-facing unobstructed, full face view, taken against a plain white or off-white background. No hats/head coverings, except for religious purposes or dark glasses should be worn. Students should also submit a copy of their class schedule and a copy of their governmental ID (See c. above). These items should be sent to [campussafety@lssc.edu](mailto:campussafety@lssc.edu). Once all documents have been received, the ID will be processed and mailed to the student;
7. Lost or stolen cards must be reported to Campus Safety immediately. No lost or stolen card will be replaced without report of such loss or theft;
8. Any student suspended or expelled through the student conduct process will be required to surrender their college identification card to the Dean of Students or their designee;
9. Students re-enrolling after an absence of 4.8 (8 weeks) or more will be required to...

