STUDENT CAMPUS ACCESS POLICY

PURPOSE STATEMENT

The purpose of this policy is to provide adequate building security for persons and property through the control and issuance of student access cards, to assure appropriate access into Roosevelt University facilities, and to facilitate greater health, safety and security on campus. Accordingly, this policy applies to currently enrolled students at Roosevelt University.

POLICY

The Roosevelt University identification card identifies students as current members of the Roosevelt community. Depending on a person’s relationship to the university, an ID card gives you access to on campus facilities such as residence halls (if living on campus) and all academic and co-curricular facilities. In order to maintain safety and security, Roosevelt students are required to present (via executing a “swipe” at the designated turnstiles) their Roosevelt ID to provide proof to Campus Safety staff that their access to a particular facility is authorized and to ultimately gain entry to campus facilities.

The ID card is the property of the university, must be carried at all times, and is non-transferable. It may be used for such purposes as the university designates and may be revoked at any time. This card must be presented and/or surrendered upon demand by a university official. Failure to present a Roosevelt University ID to gain entry into campus facilities is considered a violation of the Student Code of Conduct.

FAILURE TO PRESENT ID FOR CAMPUS ACCESS: PROCEDURE

If a student does not have their Roosevelt University ID, they will not be permitted to go through the turnstiles. They must approach the Campus Safety Desk, who will record the incident and grant them access to campus facilities. Students will be allowed three (3) free incidents of forgetting their ID. Each time the student forgets their ID, they will be given a slip by the Campus Safety Desk which re-iterates the ID policy. For every subsequent violation, beginning with the fourth, the student will be assessed a $25.00
fine that will be charged to their student account. The $25.00 fine is a separate charge from the cost of replacing the ID. The student's number of ID policy violations will return to zero on the first day of each academic semester.

- This process is pursuant to Code 10 of the Student Code of Conduct: "Violation of University policies or campus regulations . . ." Which is supported by the University's ID policy listed in the Student Handbook: "Students and employees must maintain and carry a current ID card for the entire duration of their academic or professional life at Roosevelt University."

**LOST OR STOLEN ID CARDS**

When an ID card cannot be found it must be placed on an ID card “lost” status. Placing a card on “lost” status protects the student by de-activating the associated ID card privileges. Lost or stolen cards must be reported to Roosevelt University Campus Safety either in person or by calling (312)341-2020 in Chicago or (847)619-8989 in Schaumburg.

**DAMAGED ID CARDS**

If the most recently issued ID card becomes unusable due to normal wear and tear, it will be replaced at no charge. If for any other reason an ID card needs to be replaced, there is a $25.00 non-refundable ID card replacement fee, payable by cash or check or charged to the student’s account. A replacement ID card may be obtained by students from the Office of the Registrar.

An online version of the full ID Policy can be found here.

**WEB ADDRESS**

https://www.roosevelt.edu/Policies.aspx

**ONLINE RESOURCES AND FORMS**

Student Handbook
Student ID Policy