KCAI ID/Access Cards

Policy Source: Campus Security
Type: Policy and Procedure
Handbook: Employee, Student Handbook, and Institutional Policies and Procedures

Purpose and Scope

This policy establishes guidelines for issuing, using, and managing official KCAI identification (ID) and access cards. These cards are essential for identifying community members and controlling access to campus facilities, services, and resources, which helps us improve security, accountability, and operational efficiency.

This policy applies to all students, faculty, staff, contractors, and authorized visitors who need an official KCAI ID or access card. It covers the card's entire lifecycle, including application, issuance, activation, deactivation, replacement, and responsible use. This policy extends to all college-owned or leased properties and any systems or services relying on the campus ID and access card for identification or entry.

Policy Details

KCAI campus ID/access cards are issued annually to new students during move-in or the start of the semester and to employees upon hire. Your ID card serves multiple purposes: it serves as your personal identification on campus, grants access to buildings (including on-campus housing), and allows you to use your meal plans and dining dollars. Because of this, students and employees should carry their KCAI ID/access card at all times and are responsible for its upkeep.

If your ID/access card is lost, report it to Security immediately by emailing security@kcai.edu or calling 816-931-6666. There's a $10.00 replacement fee, payable to the Business Office when you get your new card. For students, failure to pay this fee will result in a hold being placed on your account until it's settled.

Related Policies/Forms/Templates
None

Review History

Version	Date	Author	Purpose
1.0	06/23/25	Mike Raunig and Gina Golba	Edited to match new policy template