

## **AAC Badge Policy**

During New Student Orientation, students will be issued photo identification cards, which function as security passes to access the main building and the residence hall (for students who are campus residents). Current students and those students registered for subsequent semesters may retain their ID cards. Students not registered for classes and those who have graduated must return their security cards to the Director of Student Affairs or to the Security staff. All students and employees must show their AAC ID when requested by security personnel.

**Expanded Badge Policy:** Effective 1/21/24

The Art Academy of Cincinnati holds the safety of our community as its highest priority. The purpose of this expanded policy is to provide an identification policy that effectively and efficiently identifies all Art Academy of Cincinnati community and visitors. Proper identification on AAC property ensures a safe and secure campus.

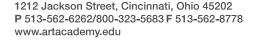
## I. Statement

All adjunct faculty, full-time faculty, and staff are required to wear or possess an identification badge while performing their duties on campus. All students are required to have a valid identification card during their enrollment at the Art Academy of Cincinnati.

## II. Issuance and Replacement

During New Student Orientation, students will be issued photo identification cards, which function as security passes to access the main building and the residence hall (for students who are campus residents). Replacement badges may be obtained through contacting <a href="mailto:security@artacademy.edu">security@artacademy.edu</a> or stopping by the front desk of 1212 Jackson St from 8am-4pm, Mon-Fri.

**Effective 1/21/24:** Faculty, staff, or students who lose, misplace, report stolen, or damage their identification card are required to replace their card immediately.



-AAC Security will allow manual sign-in up to 48 hours after the badge was lost. After the 48 hours has elapsed, AAC will issue a new badge, and the charge will be placed on your student account. The graduated pricing system per replacement card is below:

-1<sup>st</sup> replacement: \$5 -2<sup>nd</sup> replacement: \$10

-3<sup>rd</sup> replacement (and thereafter): \$15

## Visitors to Main Campus

AAC students must accompany their visitors at all times and are responsible for the actions and behavior of their guests. Visitors must sign in at the AAC Security Desk and wear a visitor lanyard issued to them by the security officer on duty. If a student anticipates having a visitor on campus after business hours, they/he/she must list the visitor's name with the AAC Security Service at the Security Desk between 8:00 am and 4:00 pm on weekdays only. This policy applies to visitors expected after 5:00 pm on weekdays or at any time during the weekend. Only visitors on the list will be permitted to enter the building after hours. The policy for visitors to the Residence Hall has additional restrictions, please refer to Director of Student Affairs or your Residence Advisor for visitors in the Residence Hall.

