



Methodist College
UnityPoint Health

Page # 1 of 1

Section: C -

Policy #: S-50

Approval:

Date: 08/15
Review by: 08/2018

Date Revised: 03/12, 008/2015

Policy/Revision Submitted by:

Location: SH

SUBJECT: *Student Name Badge Policy*

I. POLICY:

In an effort to provide a safe environment that facilitates appropriate access to Methodist College and affiliated organizational facilities as well as enhance accountability among students, Methodist College requires that all students wear his/her official Methodist College student name badge when attending lectures, labs, and clinicals.

II. GENERAL INFORMATION:

Issuance of Name Badge:

- All Methodist College students will be issued a name badge during new student orientation.
- Name badges are to be used by the individual to whom the badge is issued.

Appropriate Appearance of Name Badge:

- All name badges must include the student's first and last name. At no time are students authorized to cover or alter his/her name or any other information on the name badge.
- Name badges must be worn so that they are easily seen by others. Name badges may be attached to approved clips and/or necklace name badge holders but must be worn above the waist.

Name Badge as Access Card:

- Student name badges are electronically coded to enable students' access to Methodist College building when the doors are locked.

Required Use:

- Students are required to wear his/her student name badge when he/she attends lectures, labs, and clinicals.
- Students are required to wear his/her student name badge when he/she is using Methodist College facilities.
- Unauthorized use or alteration of the student name badge can result in disciplinary action.

Returning Name Badges:

- Name badges are the property of Methodist College and must be returned when any student leaves Methodist College due to graduation, withdrawal, etc.
- Name badges must be returned to the Enrollment Management desk.

Replacement Name Badges:

- Students who lose or damage his/her name badge must pay \$10 per name badge for a replacement.