Policy 5-207: Identification Cards

Revision #8. Effective date: May 17, 1999

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I. Purpose and Scope

A. Purpose.

To outline the policy of providing identification cards to authorized individuals.

B. Scope.

[reserved]

II. Definitions

[reserved]

III. Policy

A. Identification cards will be provided to all full and part-time faculty members; staff members holding benefits eligible positions; students; and limited categories of other persons affiliated with the university as approved by the president. The I.D. Bureau is responsible for processing and distributing identification cards. Initial

cards will be provided without charge. A fee will be charged to defray the cost of replacement of lost, stolen, or confiscated cards.

B. Identification cards are to be used primarily to assist authorized card holders in identifying themselves for the purpose of obtaining the following privileges, subject to applicable rules and regulations:
   1. Cashing checks on campus.
   2. Library use.
   3. Bookstore discounts.
   4. Use of campus recreation facilities.
   5. Athletic, lecture, concerts, and theatre admissions and/or ticket discounts.

C. The privileges associated with an identification card are intended solely for the personal benefit of the card holder and are available only when the card is presented by the card holder in person, or by a representative authorized in writing to do so. An identification card that is presented by a person other than the card holder or such representative for the purpose of receiving any such privilege improperly may be confiscated.

D. Identification cards have been designed to serve faculty, students, and staff members for the duration of their association with the University; cards will be validated on an academic year basis by the I. D. Bureau.

E. All faculty, and staff identification cards shall be turned in upon termination of personnel to an individual's department chairperson or immediate supervisor, or to the office of human resources at the time of exit interview.

F. Faculty and staff retiring from the university after five years of continuous service immediately prior to retirement, will be entitled to an identification card with a lifetime validation. Cards will be provided without charge at the time of retirement. The office of human resources will authorize the issuance of these cards.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules. [*reserved*]

B. Procedures, Guidelines, and Forms. [*reserved*]

C. Other Related Resources. [*reserved*]

V. References

A. [*reserved*]

VI. Contacts

The designated contact officials for this Regulation are

A. Policy Owner(s) (primary contact person for questions and advice): Associate Vice President for Faculty, Associate Vice President for Health Sciences, and Director of Employee Services for Human Resources

B. Policy Officer(s): Executive Vice President for Academic Affairs, Executive Vice President for Health Sciences, and Vice President for Human Resources

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

A. Current version. Revision 8.

1. Approved by -- Board of Trustees May 17, 1999, with effective date of May 17, 1999.

2. Editorial Revisions

a. Editorially revised April 17, 2023 to move to current regulations template.

b. Editorially revised October 11, 2011 to reflect the changes in employee definitions as set forth in Policy 5-100.

B. Previous versions.

C. Renumbering

1. Renumbered from Policy and Procedures Manual 2-29.