



RU Policy No. 9.4

Responsible Division: Finance and Administration/CFO (Campus Safety and Transportation)

Originally Issued: 06/2014

Last Revised: 07/2018

Revised Effective Date: 08/2018

Identification Card Policy and Procedure

Policy Statement

Roosevelt University issues a photo identification card ("ID Card") to each student and employee. The ID Card serves, as a safety measure, to prove student or employee status within the University and to allow access to many resources provided throughout the University (including libraries, residence halls, dining services, and the campus buildings themselves). To that end, the purpose of this Policy and Procedure is to outline the means through which the University maintains the ID Cards.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers. The term "Student" shall refer to all current and former students.

Policy and Procedure

A Student who violates this Policy and Procedure has also violated the Student Code of Conduct, and is subject to potential disciplinary action up to and including dismissal. An Employee who violates this Policy and Procedure is subject to disciplinary action, up to and including discharge. In addition, the fraudulent or illegal use of the ID Card may result in criminal charges and/or civil proceedings.

The Student or Employee must carry their ID Card at all times while on University property, and is responsible for the care and safekeeping of the ID Card. No Student or Employee shall transfer, alter, falsify, forge, or surrender their ID Card to anyone else, except as provided herein. No Student or Employee shall punch holes in the card or stick stickers, pins, or other items into the card. The ID Card must also be kept away from magnetic fields.

ID Cards are University property. The ID Card must be presented upon the request of an authorized University official. The University may revoke the ID Card at any time. The University may use the photograph on the ID Card in the University directory. The

information contained on the ID Card will not be released to persons outside of the University unless required by federal, state, or local law, including in response to a valid court order or subpoena or with the written consent of the cardholder.

Obtaining a Card

The Office of the Registrar issues all Student ID Cards and the Office of Human Resources issues all Employee ID Cards. One initial ID Card will be issued to an active Student or Employee without a charge. If an ID Card becomes unusable due to normal wear and tear, it will be replaced without a charge.

Reporting a Lost or Stolen Card

A Student or Employee who loses or has their card stolen must report it to the Department of Campus Safety immediately. Any person who finds the ID Card of another person must immediately take the ID Card to the Department of Campus Safety.

Replacing or Reactivating a Card

The Student or Employee must again follow the same procedures for obtaining a card to obtain a replacement card; however, the Student or Employee will be charged a \$25.00 non-refundable ID Card replacement fee. In the alternative, if the Student or Employee locates their missing card before obtaining a replacement card, the missing card can be reactivated by Campus Safety at no charge.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

None.

Revision and Implementation

The Vice President of Finance and Administration/Chief Financial Officer shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy:

- The Provost and Executive Vice President for Academic Affairs (and/or, as authorized by the EVP, the Registrar);
- The Vice President of Finance and Administration/Chief Financial Officer (and/or, as authorized by the VP, the Director of Campus Safety and Transportation);
- The Vice President for Human Resources/Chief Human Resource Officer; and
- The Vice President for Student Affairs and Dean of Students.