

## **University ID Cards**

**Original Implementation:** April 24, 2018

**Last Revision:** None

The university utilizes an identification (ID) card system to provide access to a variety of university programs and services for students and employees.

SFA ID cards are the property of the university and must be shown and/or surrendered to any university official upon request. SFA IDs are not transferrable. Use of an ID to gain, or attempt to gain, unauthorized access to university buildings, facilities, or services may result in disciplinary action, confiscation of the ID and/or removal from university owned or controlled property. Possession, alteration, use or attempted use of an ID by anyone other than the person to whom the card is issued shall be considered unauthorized use.

### **Faculty/ Staff**

Employees who are benefits-eligible are entitled to a faculty/staff identification card. Employees wishing to use certain university facilities and/or services may be required to present a current faculty/staff identification card.

Faculty/Staff ID cards should be validated annually in the Graphic Shop in the Student Center. Separating employees are required to return ID cards during the checkout process.

Retired faculty/staff are also entitled to an ID card.

### **Students**

Student ID cards are produced upon the enrollment of a new student. Student ID cards should be validated annually at the SFA Business Office in the Austin Building.

### **Affiliated Individuals**

Individuals who are sponsored by a campus department as a term-limited affiliate may receive an ID card for the purpose of accessing facilities and services. Affiliate group ID cards must be renewed on an annual basis and must be surrendered when the approved affiliation concludes.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student Services

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs