



SUBJECT: IDENTIFICATION CARDS

- I. PURPOSE: To provide identification cards for all faculty, staff and students and to govern their issuance and use.

- II. POLICY:
 - A. A Southern Utah University identification card is generally required of students, faculty, and staff for admission to university activities, athletic events, access to library facilities, and can be used for access to the fitness center and some computer labs. The card also serves as a meal ticket for those who have purchased a meal plan and provides security access to dormitories.
 - B. Students, as part of their activity fees, are assessed a fee each term to cover system costs. To validate their cards, students are required to get a validation sticker at the Cashier's office each term upon payment of institutional charges.
 - C. Staff and faculty receive their initial identification card at no cost.
 - D. Staff and faculty, who elect to do so, may use the card to purchase merchandise campus-wide. A dollar limit is established and balances are deducted via payroll deduction semi-monthly.
 - E. Students and employees may use the card as a campus-wide debit card. Money may be deposited on account at the Cashier's office and then cardholders can make purchases at campus retail locations on a declining balance basis.
 - F. Departmental cards are also available upon request and with authorization from the dean or department head.
 - G. Replacement of lost, damaged, or stolen cards is subject to a minimal fee.