

## 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

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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.