



## **Kutztown University Policy A&F-008**

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### **Kutztown University ID Card**

#### **A. Purpose**

To define the eligibility requirements and related responsibilities of the KU ID card program.

#### **B. Scope**

The policy has a university-wide applicability.

#### **C. Definition(s)**

- a. Cardholder: anyone who possesses a valid KU ID card.
- b. Student: any cardholder whose primary relationship with KU is defined as student, whether undergraduate, graduate, post-baccalaureate, extended learning, etc. Faculty/staff members who take classes at KU are not considered students.
- c. Non-KU employee: an employee of a company with a contractual relationship with the University to provide a service on campus.
- d. Emeritus/Retiree: Retired Faculty or Staff member as defined in COT-004.
- e. FERPA: Family Educational Rights and Privacy Act. This federal law governs the sharing of student information with parties within and outside the University.

#### **D. Procedure(s)**

The KU card is an official Kutztown University photo ID card. In addition to identifying the relationship to Kutztown University, the card provides access to campus events and activities, residence halls/other buildings, meal plans, flex dollars, Bear Bucks, and library. Meal plans and flex dollars may only be used via the ID card or cash must be used to purchase a meal.

##### **1. Who qualifies for a card?**

- a. Students
- b. Faculty & Staff
- c. Emeriti/Retirees
- d. Members of the Council of Trustees
- e. Visiting Scholars
- f. Campus Ministries Personnel
- g. KU affiliate employees such as: KUSI, KU Foundation, Department of General Services, dining services provider (Non-KU employees)

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- h. Temporary employees and contractors who require an ID for access to a job-related resource
- i. Official Volunteers as defined in Board of Governor's Policy 1991-04-A: Volunteerism
- j. Others

Spouses of Faculty/Staff, Alumni, Community Individuals, Terminated Employees, and Adjunct Faculty Members who do not have a current active status with the University do not qualify for a KU ID.

## 2. Purpose of the card:

- a. Official photo identification that identifies the relationship between the cardholder and the University.
- b. Mechanism for accessing cardholder's accounts and/or privileges.

## 3. Card Issuance

All Kutztown University ID cards are issued by the One Card Office. Each cardholder is permitted to have only one valid card at any time. A fee is charged for each new ID card issued. Each potential cardholder must present a photo ID showing his/her name, and the photo on the ID must resemble the potential cardholder before a KU ID photo will be taken.

- a. Undergraduate Students: Students who pay a New Student fee have their first ID charge included in the fee.
- b. Graduate Students: Application fee includes ID charge. Graduate students whose application fees are waived by the university also have their first ID fees waived.
- c. All other students who have not paid one of the inclusive fees above (or had it waived) have an "ID Fee" added to their University account, payable online or at the Bursar's Office.
- d. Faculty/Staff, Emeriti, Campus Ministries Personnel, KU Foundation, Official Volunteers and KUSI: IDs are paid for by KU, including replacements.
- e. Other non-KU e.g. visiting scholars, international students, contractors, etc.): IDs are paid for by the sponsoring department, including replacements.
- f. Replacement of student cards: There is a fee for replacement of a lost or stolen student ID card or for legal name change. Visibly damaged cards (e.g. visible scratches on the mag stripe, holes punched in the card) also carry a replacement fee. Non-functioning cards with no visible damage and cards with University errors will be replaced at no charge if the nonfunctioning card is turned in.

## 4. Card Expiration

- a. Students: The card does not expire, but is suspended indefinitely when the student leaves the university. If the student returns for further education, the card is reinstated. The card may be removed from the system after three years of dormancy. Students are not required to relinquish their cards when they leave the University.
- b. Faculty/staff: The card does not expire, but is suspended indefinitely when the employee leaves the university. The card is retrieved from the employee by his/her supervisor on the departing employee's last day and is sent to the KU Card Office for

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destruction. Emeritus faculty are eligible for an Emeriti card with limited privileges which they can have made at the KU Card Office.

- c. Non-KU Employees: The card does not expire, but is suspended indefinitely when the employee leaves the university. The card is retrieved from the employee by the sponsoring department upon their departure. The card is then returned to the KU Card Office for destruction.
- d. Contractors, temporary employees and official volunteers: Card expiration dates are set for the term of their contract, if known, or for one year. The expiration date is not printed on the card. Expired cards should be returned to the KU Card Office for destruction. If the cardholder's contract with the university is renewed, then the card expiration date can be extended by request of the sponsoring department.

## 5. Responsibilities as a Cardholder

- a. The card should be in the cardholder's possession at all times. Cards may be confiscated if presented by someone other than the cardholder or if the card is or was involved in inappropriate or illegal use. Fraudulent use of the card, the data printed on it, or the data encoded on its magnetic stripe may result in disciplinary action.
- b. Tampering with a KU ID card, attaching labels or stickers or punching holes in the KU card is prohibited. Any of these actions could interfere with the electronic reading of the card. Any alteration or fabrication of the card will subject the holder to disciplinary action by the university.
- c. Use of the KU ID card indicates agreement to the terms and conditions that govern its use. Changes in the terms and conditions will apply to all cards in circulation and in use at that time and will supersede the terms and conditions in effect at the time the card was acquired.
- d. Cardholder is responsible for the security of the card. If a card is lost or stolen, it is up to the cardholder to suspend the card to prevent fraudulent use. If the cardholder finds the card and has suspended it online, s/he can reinstate it online as well. If the card is suspended by the KU Card Office, the cardholder must bring the found card into the KU Card Office for photo verification before the card can be reinstated. Once a card has been removed from the card system (i.e. replaced with another card with a new card number) it cannot be reinstated.
- e. Rights and privileges associated with the card are non-transferable and are contingent upon active status with the University.
- f. Cardholder information is confidential as defined by FERPA; the KU Card Office must comply with government agencies and with the University's Office of Public Safety and Police Services to aid investigations. Information is shared with other University offices on a need-to-know basis. The cardholder is responsible for the security of the card, the information printed on it and the information encoded on its magnetic stripe.

## 6. Information Sources

Website: <http://www.kutztown.edu/kucard>

All mailings to new incoming and transfer students will direct them to obtain their ID at the New Student Program session. Graduate students are provided with instructions on obtaining an ID card when they are accepted into the Graduate Studies program.

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**E. Effective Date**

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**F. Last Review**

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