

**TITLE:** Identification Cards

**AUTHOR:** Dean of Students

**APPROVAL DATE:** August 27, 2012

**EFFECTIVE DATE:** August 27, 2012

**PURPOSE:** To establish university policy regarding faculty, staff, and student identification cards.

**REVIEWER:** Dean of Students

**REVIEW DATE:** February 2023 and every 5 years thereafter

**OPERATING DETAILS:**

The Mississippi University for Women identification card (ID) provides a general form of identification issued solely for the purpose of accessing programs and services administered by the University.

Faculty/Staff /Students

1. The MUW Police Department will issue a photograph identification card to all faculty, staff, students, MSMS students and outsourced enterprise employees. The identification card serves to identify faculty, staff, students, MSMS students and outsourced enterprise employees.
2. Faculty, staff, students, MSMS students and outsourced enterprise employees must possess a valid identification card at all times while on campus. Individuals must present the identification card to a University official upon request.
3. The identification card will provide admittance to campus and into campus buildings.
4. The identification card may be used for attaching monies for use at dining services on campus.
5. The identification card may be used to verify identification for check distribution, admission to University events, and/or purchase of University event tickets.
6. Lost or stolen identification cards must be reported to the MUW Police Department. A replacement fee will be directly applied to an individual's Banner account. In order to receive a replacement identification card, a

picture governmental identification card must be presented to the MUW  
Police Department.

7. Use of another person's I.D. constitutes fraud and may result in disciplinary action.