



University ID Card / Ram ID Card Policy

I. Introduction

The Albany State University Identification (ID) Card also known as the ASU Ram ID card and the ASU ID card serves as the official identification card of university students and employees. ASU Ram ID cards provide students and employees access to approved university events, facilities and resources. The ASU Ram ID card provides current students access to ASU Transportation, student printing services, Meal Plans, Athletic and student sponsored events, University Bookstores and other resources. Where appropriate, the ASU ID card provides Dining Dollars for students who participate in the program.

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

II. Purpose

The purpose of this policy is to provide guidance for the appropriate usage of the ASU RAM ID card, to establish the responsibilities and authorities of maintaining the ASU RAM ID card, and to define Cardholder expectations.

III. Definitions

Acceptable forms of ID include:

- 1) Driver's license or Instructional Permit
- 2) State ID card (can be obtained at the Georgia Department of Drivers Services for students of any age)
- 3) US Military ID (active duty, reserve, and retired)
- 4) US Passport (including passport cards)
- 5) Foreign passport with a current United States Visa
- 6) I-94 form with photograph
- 7) US citizenship and immigration services employment authorization document or refugee travel document
- 8) US Certificate of Citizenship
- 9) Tribal ID

IV. Policy

All Albany State University students and employees are issued an ASU RAM ID card upon beginning studies or employment with the university. A valid government issued photo ID (see Definitions

section above) must be presented to retrieve an ASU Ram ID card. All students, faculty and staff must maintain and visibly display (e.g. lanyard or similar equipment) their current ASU Ram ID card at all times while on university properties. University students and employees must be prepared to show their ASU Ram ID card when requested by appropriate personnel (residence life staff, University Police, security personnel, faculty, staff, or administrators) and when accessing residence halls, campus facilities, and events. Failure to show the ASU Ram ID card when requested may result in disciplinary action or the individual may be required to leave the ASU campus or event. Unauthorized or fraudulent use of an ASU Ram ID includes, but is not limited to; use of the ASU RAM ID card to obtain benefits and privileges to which you are not entitled (e.g. event and/or facility entrance, sporting event discounts, dining hall discounts). Students violating the Identification Card Policy will be referred to Student Affairs for disciplinary action in accordance with the Student Code of Conduct. Employees violating the Identification Card Policy will be reported to Human Resources for appropriate action.

Initial ASU ID cards are provided at no cost to the student or employee. The Cardholder is responsible for the care and safekeeping of the ASU Ram ID. Replacements for lost, damaged or stolen ID cards will cost \$10.00 which will be directed to the Card Services budget account to replenish and maintain Card Services resources. ID cards that are inoperable due to normal wear and tear are replaced at no charge to current University students and employees. The designation of the ASU Ram ID card damage as normal wear and tear is at the discretion of the Information Technology Services. Holes should not be punched in the ASU Ram ID card and the use of stickers, pins, or other items affixed to the ASU Ram ID card is prohibited. The magnetically encoded information on the ASU Ram ID card may be protected by keeping the card away from magnetic fields.

The ASU Ram ID is the property of Albany State University and is nontransferable. The University ID card may be suspended or deactivated at the discretion of Albany State University. Any transfer, alteration, falsification, or forgery of an ASU Ram ID card constitutes a violation of university policy and may result in disciplinary action. In addition, fraudulent or illegal use of the ASU Ram ID card may result in criminal charges and/or civil proceedings. The ASU Ram ID card must be surrendered to the University by faculty, staff or students upon employment separation or withdrawal from the University.

Should the ASU Ram ID card become lost or stolen, the Cardholder should immediately notify University Police and Information Technology Services to deactivate the ID card. Information Technology Services will waive any replacement charge for a stolen card if the Cardholder presents a copy of a police report that lists the ASU Ram ID card as one of the stolen items.

V. Exceptions

None

VI. Applicability

ASU Faculty and Staff
ASU Students

VII. Accountability

Albany State University Chief Information Officer

VIII. Contacts

Albany State University Information Technology Services

IX. References

None

Last Update

August 31, 2020