

DEPAUL UNIVERSITY



Identification Card Administration

Category: Operations

Responsible Department: Information Services

Responsible Officer: Director of Information Services

Effective Date: 3/31/2017

Policy Summary

This policy describes requirements for obtaining a University ID card. In addition, policies and procedures for lost/stolen and temporary cards are detailed.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

New ID Cards

All cardholders must fill out the ID agreement form and provide a valid photo form of identification (driver's license, state ID, or passport). Students must first register for class before a DePaul Card can be issued. Faculty and staff must be an active employee in the PeopleSoft system before DePaul Cards will be issued.

DePaul University issued Identification Cards (ID Cards) should remain in the sole possession of and be used only by those that they have been issued to. Allowing others to use your ID Card is strictly prohibited. Anyone who has been found allowing others to use their ID Card will be subject to disciplinary action to include termination and/or loss of student status.

Cardholders may only have one card. Full/Part-time Faculty=Faculty DePaul Card, Full/Part-time Staff=Staff DePaul Card, Full/Part-time Student=Student DePaul Card. Special arrangements are made for DePaul vendors (for example, Barnes & Noble, Chartwell, Admiral, etc.)

The Secretary of the University will assign appropriate classification and privileges for Board of Trustees Members.

Cardholders must pick up their DePaul Cards in person.

Lost and Found Cards

All DePaul Cards found should be returned to the Identification Card Services Office. The cardholder should visit the Identification Card Services Office to see if his or her DePaul Card has been found.

The replacement fee for lost/stolen DePaul Cards is \$15.00 for students, alumni and friends. The replacement fee will be waived if a valid police report is presented. DePaul security reports are not valid. DePaul faculty and staff are not charged for a replacement DePaul Card. The replacement fee may be waived once per academic quarter.

Procedures

All cardholders must visit the Identification Card Services Office in person to pick up their DePaul Card. For information on locations and hours, please visit [our website](#).

- Food Service will attempt to confiscate lost/stolen DePaul Cards if someone attempts to use the card at the point of sale.
- ID Administration, Student Affairs, Copy Services, Public Safety, Library, Student Financial Accounts, Housing Services, Student Centers, and/or University Parking may choose to suspend certain cardholder privileges. The cardholder must deal directly with the specific department to reconcile a suspension.
- ID Administration will suspend cards upon receipt of list of terminated employees from Human Resources.
- ID Administration will not terminate Food Service employees who are enrolled as students.
- Student Centers Administration is responsible for all deposits/withdrawals to meal plans.
- Housing Services is responsible for revoking residence hall privileges and plans

Divisional Collaborations

None

Contact Information

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Appendices

None

History/Revisions

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Last Amended Date: 03/31/2017
Next Review Date: N/A