

SUL ROSS STATE UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

SRSU Policy: ID Card Policy

SRSU Policy ID: APM 7.19

Policy Reviewed by: Office of Information Technology

Approval Authority: Chief Information Officer

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Next Review Date: 8-20-2023

Sul Ross State University issues a photo identification card (ID) to each student and employee, contractor or personnel from an external agency, e.g. local fire and security personnel, that has a current and valid affiliation with the University. The ID card serves as proof of affiliation with Sul Ross State University and provides access to many resources throughout the University including residence halls, other administrative and academic buildings, library services, dining services, bookstore services, and others.

Students and employees must carry a current ID card with them while on campus. The cardholder is responsible for the care and safekeeping of the ID card. The card may only be carried and used by the person to whom the University issued the card. The ID card remains the property of Sul Ross State University and must be presented upon the request of an appropriate University official. The card may be revoked at any time by the University.

Any transfer, alteration, falsification, forgery, or any other fraudulent or illegal use of an ID card may result in disciplinary action, criminal charges and/or civil proceedings.

The information contained on a student or employee's ID card is not released to persons outside of Sul Ross State University unless required by law—in response to a valid court order or subpoena—or upon the execution of written consent signed by the cardholder. Exceptions to this rule include use of the information contained on or in the card to assist in the personal protection of any person or to comply with federal, state, or local laws. The photo portion of the ID card may be released as part of Sul Ross State University directory information.