



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”)

OP 52.02: Campus Identification Card

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Vice President for Enrollment Management and Student Affairs
Responsible Office: Clark Student Center
Next Scheduled Review: 08/01/202_

I. Policy Statement and Purpose

The Campus Identification (“ID”) Card is the official identification card of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System, and may be used for a variety of campus access options and status verification. The purpose of this policy is to affirm the officially-issued Campus ID Card of the University as the official identification for members of the campus community, as well as other individuals required to confirm their identity and affiliation with MSU, and also to provide information on how the Campus ID Card is issued, replaced, used, and managed.

II. Application of Policy

This OP applies to employees, students, University affiliates, and other individuals required to validate their relationship with the University to verify identity and manage access to University services and facilities.

III. Definitions (specific to this policy)

For purposes of this policy:

- A. Authorized Representative:** Any member of the TTU System Board of Regents, any executive or administrative officer of the TTU System Administration or TTU System institutions, public safety officers, and any secondary delegate as determined by the rules promulgated by the TTU System or MSU.
- B. University facilities or premises:** Any property owned or controlled by the University or which the University leases from another entity, on or off campus.

- C. *Campus ID Card:*** The official University ID card, which includes a recognizable facial photo and the cardholder's name and affiliation with the University, as well as contact information for the National Suicide Prevention Lifeline, Crisis Text Line, and National Sexual Assault Hotline, as required by Texas Education Code §51.91941.

IV. Policy and Procedures

A. Official Identification

The Campus ID Card is the University's official identification for members of the campus community and may be used for a variety of campus access options for University services, facilities, and other purposes described in this OP. Individuals issued a Campus ID Card may have only one card in their possession. Lost cards are deactivated when reported.

B. Intended Use of Campus ID Card

1. The Campus ID Card is intended for use as visual and electronic identification, validation, and authentication credential for authorized access to services and facilities. The Campus ID Card is a permanent card and requires no additional validation. The Campus ID Card is the property of the University and may be confiscated or deactivated by the University upon expiration of its intended use.
2. Campus ID Cards must be shown and/or surrendered to any University official upon request. The Campus ID Card shall be used to verify the identity of the bearer of the card while on University premises. Authorized Representatives may require presentation of an individual's Campus ID Card while conducting duties for the University. Upon request of an Authorized Representative, an individual on University premises must provide their Campus ID Card to establish their identification and affiliation with the University.
3. Use of a Campus ID Card to gain, or attempt to gain, unauthorized access to University buildings, facilities, or services may result in disciplinary action, confiscation or deactivation of the ID, and/or removal from University premises.
4. Possession, alteration, use or attempted use of a Campus ID Card by anyone other than the person to whom the Campus ID Card is issued shall be considered unauthorized use.

C. Unauthorized Use of Campus ID Card

1. A Campus ID Card is nontransferable. Only the person to whom the ID card is issued is eligible to use the ID card for authorized purposes.
2. Campus ID Cards must not be misused, defaced, modified, altered, tampered with, or deliberately damaged.

3. Any transfer, misuse, alteration, falsification, forgery, or fraudulent or illegal use of a Campus ID Card may result in University disciplinary action.

D. Issuance of Campus ID Card

Campus ID Cards are issued at the Clark Student Center Information Desk. A government-issued photo ID is required prior to issuing a Campus ID Card to a receiving individual.

Individuals issued a Campus ID Card are expected to maintain possession and control of the ID at all times while on University premises. Individuals lose eligibility to use the Campus ID Card when they no longer qualify as a member of an affiliation category listed below.

The Campus ID Card is available to currently enrolled students, faculty and staff employees, and University affiliates in accordance with the following procedures.

1. **Students**

Enrolled students will be issued a Campus ID Card upon their enrollment at the University. A student's card will be deactivated when they are not enrolled for the current academic term.

2. **Graduate Assistants**

Graduate Assistants will be issued a Campus ID Card with the same designation as "Students."

3. **Faculty/Staff**

Full-time, benefit-eligible MSU employees are eligible for a Campus ID Card upon the start of their employment. Upon an employee's loss of eligibility or separation from the University, the employee must surrender the Campus ID Card to their supervisor or Human Resources.

4. **Adjunct Faculty**

Adjunct Faculty are eligible for a Campus ID Card corresponding with their specific dates of adjunct employment. When an Adjunct Faculty employee terminates employment with the University, the Adjunct Faculty must surrender the Campus ID Card the hiring department.

5. **University Affiliates**

Eligibility for a Campus ID Card includes University affiliates authorized by a University department for a legitimate business or educational purpose and authorized to be on University premises unescorted and use University facilities and/or services for a specific period of time. Contractors, vendors, preceptors, Wellness Center guest members, and other non-University personnel may be issued a Campus ID Card with proper verification of identity and authorization from a University department director, dean, or above.

6. **Retired Faculty/Staff**

A new Campus ID Card designated as “Retiree” is issued when a faculty or staff member retires from MSU.

E. Card Replacement, Lost or Stolen Campus ID Cards

1. Lost or stolen Campus ID Cards must be immediately reported to the Clark Student Center Information Desk. Lost or stolen cards are deactivated when reported.
2. The replacement fee for a lost, stolen, or excessively damaged Campus ID Card is \$20.
3. Replacement of a Campus ID Card that is no longer working due to normal wear and tear, or is defective but in otherwise good physical condition, is free. The cardholder must present the damaged or defective card for inspection and assessment at Clark Student Center Information Desk prior to being replaced, otherwise the replacement fee is \$20.
4. Exchange of a Campus ID Card when there is a change in cardholder status (e.g., student to staff, staff to faculty, etc.), change of name, or change of campus identification number is free. The previously issued Campus ID Card must be presented for an exchange in order to waive the \$20 replacement fee.
4. Any replacement fee assessed may be paid with cash or credit/debit card.

V. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

Texas Education Code Section 51.91941 – Suicide Prevention and Sexual Assault Information Required on Student Identification Card

Related MSU Policies:

Related Forms:

Related Websites:

[MSU Campus Card Services](#)

VI. Responsible Office

Contact: Clark Student Center
Phone: (940) 397-4223
E-mail: csc@msutexas.edu

VII. Revision History

11/10/1989 MSU Policy/Procedure 4.137 - Campus Card is adopted and approved by the MSU Board of Regents.

- 11/10/2000: Revisions approved by the MSU Board of Regents concerned changes to reflect current practice and to reflect reorganization from division directors to deans.
- 11/05/2004: Revisions concerning Adjunct Faculty cards were approved by the MSU Board of Regents.
- 08/05/2021: Revised to incorporate the University's new operating policy/procedure ("OP") format and renumbered as MSU OP 52.02: Campus Card, and adopted and approved by the MSU Board of Regents, effective September 1, 2021 (when MSU officially joins TTU System).
- ___/___/2026: Revisions in response to an audit concerning meal plan terms and conditions adopted and approved by MSU President Stacia Haynie.

Stacia Haynie, President
Midwestern State University