



XAVIER UNIVERSITY

ALL Card Policy

Effective: March 6, 2018

Last Updated: March 2, 2018

Responsible University Office: Office of Auxiliary Services-ConneX

Responsible Executive: Vice President, Financial Administration and Chief Business Officer

Scope: Students, Faculty, Staff, Alumni and Contractors

A. REASON FOR POLICY

This policy provides procedures and guidelines for the purpose, ownership, issuance, replacement and disposal associated with the university's approved identification card, the ALL Card. The Xavier University ALL Card is designed to serve as a proof of status within the Xavier community for students, faculty, staff and other appropriate affiliated individuals to verify identity and to manage access to various services, programs and facilities administered by Xavier University.

B. POLICY

The Official Identification Card of the University is known as the "ALL Card". Authority to issue ALL cards is delegated solely to the Office of Auxiliary Services-ConneX.

- The University issues one ALL Card to individuals officially recognized as being affiliated with the institution. These include Students (enrolled and in attendance), Faculty & Staff (with full-time, part-time, or temporary appointments), Alumni or Contractors (affiliated personnel who are authorized to perform work or provide services to the University). In the event an individual is identified as holding multiple relationships with the university, such as a staff member and a student, or a student and an alumni, then an ALL Card will be issued reflective of their primary relationship with the University.
- The ALL Card contains a photograph and electronic identification, authentication and access credentials intended to provide the University with a mechanism for identity verification, electronic validation, authentication and verification of authorized access to services.
- Identification information collected for production of the ALL Card may be used by the University to support the safety and security, identification, and internal business purposes only (i.e., class rosters, and business uses that may be approved in the future). Photographs used for these purposes will not be shared with anyone outside of the University without written/electronic permission from the cardholder except as required by law.

The Family Educational Rights and Privacy Act ([FERPA](#)) permit the public release of what is termed "directory information." For Xavier University's purposes, this information includes the following: the student's name, any photographs including ALL Card photo and full or part-time status.

- The ALL Card and associated identification, authentication, photo image and access to credentials are the

property of Xavier University and as such, they can be confiscated, deactivated and invalidated upon expiration of their intended use or upon any misuse, forgery, or alteration.

- Outside of a documented religious accommodation, a person's full uncovered face must be presented to the camera for the photograph.
- Faculty and Staff ALL Cards must be turned in to the supervisor upon termination of employment. Contractor ALL Cards must be turned in to the supervisor or other appropriate administrative contact person upon conclusion or termination of the affiliation necessitating the ALL Card. These cards will be returned to the Office of Auxiliary Services-ConneX.
- The ALL Card is an official identity document used to verify the identity of the bearer of the card. Upon request of a member of the Xavier University Police Department or any officer of the University, an individual on the University premises may be required to provide information and documentation to establish their identification and affiliation with the University.
- The ALL Card is not transferable. Only the person to whom the ALL Card has been issued is eligible to possess the ALL Card. Any transfer, alteration, falsification, or forgery of the ALL Card may result in appropriate disciplinary action. In addition, fraudulent or illegal use of the ALL Card may result in criminal charges.
- If the ALL Card is found it should be returned to the Office of Auxiliary Services-ConneX.
- ALL Cards shall not be defaced, modified, altered, changed, tampered with or deliberately damaged.
- Individuals must be in possession of the most recent ALL Card issued to them. Previous cards that have already had replacements issued for them will not be reactivated.
- Appearance of the ALL Card may change from time to time, but includes, at a minimum: name, relationship to the University (student, faculty/staff, contractor, etc.), and a University identification number.

C. ACCESS TO PROGRAMS AND SERVICES

The ALL Card may be used to perform the following functions: (this list is a sample of main functions and is not exhaustive)

- Obtain transcripts
- Access campus buildings such as residence halls and classroom buildings. Refer to the Building Access Control Policy.
- Access library and information services
- Use of Dining Services Meal Plan
- Serve as your declining fund account balance access card
- Obtain athletic event tickets
- Access campus recreational facilities
- Gain admission to campus sponsored events
- Receive discounts at some area vendors or retailers

D. NEW ISSUANCE

- The Office of Auxiliary Services-ConneX will issue the ALL Card to New Faculty, Staff, Students, or Contractors upon proper verification of identity and appointment, enrollment or sponsorship of a University department.
- An Alumni ALL Card will automatically be issued to undergraduate Alumni within 6 months of graduation. Requests will also be processed for on-demand cards only after written request and validation by the Alumni Association Office.

E. REPLACEMENT

- If a replacement ALL Card is necessary for any reason, the card holder must visit the Office of Auxiliary Services-ConneX. Also the original card, if in possession of the individual, must be returned the Office of Auxiliary Services.
- Affiliation Change: ALL Cards must be replaced if the card holder's affiliation to the University changes for any reason. Affiliation changes may include but are not limited to employee termination but remains a student, a student or contractor is hired by the University, a university employment status changes from full-part time, or a student enrollment status changes from full-part time.
- Found Card: ALL Cards that are returned to the Office of Auxiliary Services-ConneX will be verified for current authenticity. Those deemed to be in current standing will be retained and the assignee will be notified.
- Lost Card: ALL Cards should be deactivated immediately online or reported to the Office of Auxiliary Services-ConneX. Costs associated with the replacement of an ALL Card are the responsibility of the individual.
- Broken Card: ALL Cards must be replaced if they are broken or mutilated. The Office of Auxiliary Services-ConneX reserves the right to apply a replacement charge in the event of negligent care of the ALL Card.
- Name Change: ALL Cards must be replaced if the cardholder has a legal name change. If a Faculty or Staff member has a legal name change, that individual is to notify the Office of Human Resources. If a student has a legal name change that individual must report the change to the Office of the Registrar. In these cases, a replacement fee will not be charged.
- Appearance Change: ALL Cards must be replaced if the University determines that an individual's appearance has changed so that the ALL Card is no longer effective to verify identity. A replacement fee will not result in this case.
- Personal Change: If an individual requests a new ALL Card for personal reasons, the replacement costs are the responsibility of the individual.

F. DISPOSAL

ALL Cards that are deemed to no longer be in current standing are the sole property of the Office of Auxiliary Services-ConneX. The Office of Auxiliary Services-ConneX will adhere to university approved deactivation and disposal procedures of these ALL Cards.