XAVIER UNIVERSITY
Identification (ID) Policy

Effective: May 21, 2024
Last Updated: March 27, 2024
Last Review: March 27, 2024
Responsible University Office: Office of Auxiliary Services
Responsible Executive: Vice President, Financial Administration and Chief Financial 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 of the University approved forms of identification ("ID"): the digital Xavier One Pass and the legacy physical ALL Card. Both forms of approved Xavier identification are acceptable and 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.

By using a Xavier University ID in any form or manner, the ID holder agrees to comply with and be subject to the terms set forth in this Policy. The terms are subject to change or termination at any time.

B. POLICY

Xavier has approved two forms of official identification for its campus community - the Xavier One Pass and the ALL Card. Authority to issue IDs is delegated solely to the Office of Auxiliary Services.

- The One Pass is the primary ID issued or re-issued by the University, replacing the ALL Card.
- The University will continue to support both IDs until a time when reader hardware is no longer capable of accepting magnetic stripe. At that point, all remaining ID holders will be transitioned over to a One Pass or contactless ID Card, if the holder is exempted from the One Pass.
- The Office of Auxiliary Services might issue an exemption to the One Pass and issue a contactless ID Card to the following individuals in the following circumstances:
  - TECHNICAL: Students or employees who use a phone, device, or service provider that prevents them from either downloading the apps or utilizing the NFC technology necessary for provisioning of the One Pass. This may include international issued phones that may not be compatible with the United States apps and technology.
  - CONTRACTORS: University Contractors and other unaffiliated persons in need of an ID to access University facilities and/or services, until such time as a One Pass can be accessible to external persons.

- o NATURE OF WORK: Students or employees who are not permitted to utilize a cell phone as part of their job restrictions. In this case a temp access card may be issued to facilitate access when One Pass not allowed.
- o RETIREES: Retirees who are approved to utilize University facilities and/or services in which an ID is required.

C. DEFINITIONS

ALL Card - The legacy physical identification (ID) card issued to the Xavier community prior to the Xavier One Pass, and is also referred in this policy as the ID Card. The ALL Card will be an accepted form of official identification at Xavier until the ALL Card can no longer be supported by Xavier's software.

ID – The term used within this Policy to refer to both the ALL Card and the Xavier One Pass.

Xavier One Pass or One Pass– The official, digital identification offered by Xavier University. The Xavier One Pass will be held in a person's mobile device.

Xavier University Identification or Official Identification – refers to the acceptable forms of identification issued by Xavier University.

Alumni Card – The card issued to those who have graduated from Xavier University. It is for identification purposes only. The bearer will have no on campus facility access.

D. PROCEDURES

I. ISSUANCE & RETURN

- Individuals officially recognized as being affiliated with Xavier are issued one form of ID. One form of ID means: One Pass access from either an Apple Phone and Apple watch or Android Phone, or an ID Card, if exempted from the One Pass.
- Affiliated individuals include Students (enrolled for current or next future semester) Faculty & Staff (currently active 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 alumnus, then an ID will be issued reflective of their current, primary relationship with the University.
- Identification information collected for production of the ID 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).
- 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 ID photo and full or part-time status.
- The ID 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.
- Outside of a documented religious accommodation, a person's full uncovered face must be used as the ID photo. All ID photos will be color, not monochrome.
- Auxiliary Services can approve or deny any photos that do not meet specifications.

II. FUNCTIONAL ACCESS TO PROGRAMS AND SERVICES

- The ID 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. See Section H Link for Building Access Request Form.
- 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 select campus sponsored events

III. REPLACEMENT

- Lost or damaged IDs will be replaced with the One Pass, unless the individual has an approved exemption on file with Auxiliary Services
- If a mobile device is replaced with a new device, or was lost or damaged, the following steps need to be taken to be reissued a One Pass.
  - A One Pass can be reissued to your new device, only if the original One Pass is removed from the wallet of your old phone.
  - If the phone is lost or the One Pass was not removed from the original device, Auxiliary Services will need to be contacted to retire the previous credential before a new provisioning can take place.
- If a replacement ID Card is necessary for any reason, the card holder must visit the Office of Auxiliary Services. Also the original card, if in possession of the individual, must be returned the Office of Auxiliary Services.
- Reasons an ID card would be replaced include if the ID Card was lost, stolen, damaged, or the individual has a name or affiliation change.
- A lost or damaged ID Card may incur a replacement fee, cards replaced for name or affiliation change will be provided at no cost.
- ID Card will only be replaced for another ID card if the individual meets one of the approved exemptions from One Pass, or otherwise pays the established vanity card fee.

IV. RETURN/DEACTIVATION/DISPOSAL

- The Office of Auxiliary Services will periodically audit and remove access and deactivate IDs after a student has formally left the University through graduation or withdrawal, and from employee IDs after termination of employment.
- ID Cards must be turned in to the supervisor upon termination of employment. Contractor ID Cards must be turned in to the supervisor or other appropriate administrative contact person upon conclusion of work or termination of the affiliation necessitating the ID Card. These ID Cards must be returned to the Office of Auxiliary Services or destroyed by the collecting department upon approval of the Office of Auxiliary Services.

V. RULES FOR ID USE

- 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 ID is not transferable. Only the person to whom the ID has been issued is eligible to possess the ID.

Any transfer, alteration, falsification, or forgery of the ID is a violation of the University Code of Student Conduct may result in appropriate disciplinary action. In addition, fraudulent or illegal use of the ID may result in criminal charges.

- The One Pass and ID Card 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.
- If an ID Card is found it should be returned to the Office of Auxiliary Services.
- IDs shall not be defaced, modified, altered, changed, tampered with or deliberately damaged. The University is not responsible for damages resulting from the loss, theft, or misuse of a Xavier ID.
- Individuals must be in possession of the most recent ID issued to them. Previous IDs that have been replaced will not be reactivated.
- Appearance of the ID 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.
- If an individual does not meet any of the criteria to be exempted from being issued a One Pass, yet has a strong personal aversion to using a One Pass, the individual can choose to be issued a vanity ID Card at a pre-established fee listed on One Pass Website.

VI.   ALUMNI CARDS
- Alumni Cards will be processed only at the request of the Alumni Department.
- If the Alumni Department approves an individual request, it will only be after a written form is submitted to the Alumni Association Office and is validated and submitted to the Office of Auxiliary Services.

VII.   LINKS FOR OFFICIAL XAVIER IDENTIFICATION
- One Pass Website
- Request for Building Access Form

E. EXHIBITS

N/A

F. HISTORY

The ALL Card Policy was established on March 6, 2018. This Policy will replace the ALL Card Policy as it reflects the policies and procedures for all Official forms of Xavier Identification, past and present.

H. REVIEW SCHEDULE

This policy will be reviewed, and updated if necessary, every three (3) years.