

MISSISSIPPI STATE UNIVERSITY

OPERATING POLICY AND PROCEDURE

MSU IDENTIFICATION CARD

**Purpose**

The purpose of this policy is to establish standards to govern the issuance and usage of the Mississippi State University (MSU) Identification (ID) Card.

**Policy**

All active MSU students are required to have an MSU ID Card. All active Starkville-campus and Meridian-campus employees (excluding intermittent workers) are required to have an MSU ID Card. It is recommended that all other active MSU employees at all locations have an MSU ID Card.

MSU ID cards are issued only by the Campus Card Office and are for the purpose of providing a standard, uniform means of identification as well as electronic access to resources. The MSU ID Card identifies individuals as members of the MSU community and may be used for a number of functions designated by MSU, such as Meal Plans, Library services, and electronic door access. All MSU ID Cards are the property of the University, are non-transferrable, and must be presented or surrendered upon University request. No individual shall possess more than one MSU ID Card. Unauthorized use, sharing, alteration, or duplication for any purpose may result in confiscation of the card and disciplinary action.

**Procedure**

Any lost or stolen MSU ID Card should be reported immediately to the Campus Card Office (if during normal business hours) or to the University Police Department (if after hours).

Changes to the established design and appearance of the MSU ID Card will be coordinated by the Campus Card Office with final approval by the Executive Council.

Photographs taken for production of ID Cards are digital images and are retained and made available only for legitimate business and educational purposes consistent with University policy and applicable laws.

The photograph must meet requirements similar to those for U.S. Passports including:

- Full face visible, neutral expression and both eyes open
- Subject wearing usual work or school attire
- No head covering that obscures the hair or hairline, unless worn daily for a religious purpose
- Prescription glasses, hearing devices, and similar articles allowed

Students:

- With the exception of distance students (campus 5), currently-enrolled undergraduate and graduate students obtain their MSU ID Card by visiting the Campus Card Office on the Starkville

or Meridian campus. The Center for Distance Education assists distance students in obtaining their MSU ID Cards from the Campus Card Office.

- Non-distance students may obtain a replacement ID card by visiting the Campus Card Office. The Center for Distance Education assists distance students in obtaining a replacement ID card. A replacement fee may be assessed.
- Students obtaining a new ID Card during Orientation must show the “Major Card” included in their orientation packets.

#### Faculty and Staff:

- Currently-employed faculty and staff obtain their MSU ID Card by visiting the Campus Card Office and presenting proof of identity (a government-issued photo ID such as a valid driver's license or passport).
- Through Human Resources Management, Vice Presidents may designate certain employees to receive a special ID card signifying their role within the University. These special designations are: Crisis Action Team, First Responder, and Position Identification.
- Exit procedures for faculty and staff leaving the University must include collection and destruction of the MSU ID Card by the employee's home department, as well as revocation of all associated services such as electronic door access.
- Any person designated as a “Retiree” of and by the University may obtain a Retiree MSU ID Card.

#### Others:

- Any person officially designated as an “affiliate” may obtain an affiliate MSU ID Card by visiting the Campus Card Office and presenting proof of identity (a government-issued photo ID such as a valid driver's license or passport).
- MSU departments needing to provide electronic access to doors for non-University people such as visitors, guests, camp attendees, vendors, or contractors may obtain a standard “Key Card” from the Campus Card Office. This Key Card is not an MSU ID card but does contain unique, electronic identifiers associated with both the MSU department requesting it and the non-University entity to which it is issued. Key Cards are valid for at most one year and must be renewed at the Campus Card Office. The requesting MSU department may be charged a fee for each such card.

#### **Review**

This policy will be reviewed at least every four years by the Chief Information Officer with recommendations for revision presented to the Provost and Executive Vice President.

**Authorization**

RECOMMENDED BY:

/s/ Mike Rackley  
Chief Information Officer

08/20/2014  
Date

/s/ Jerome A Gilbert  
Provost and Executive Vice President

08/21/2014  
Date

REVIEWED BY:

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

08/22/2014  
Date

/s/ Joan Lucas  
General Counsel

08/22/2014  
Date

APPROVED:

/s/ Mark Keenum  
President

08/26/2014  
Date