

REGULATIONS OF THE  
UNIVERSITY OF FLORIDA

2.0031 Identification Card Program

(1) Definitions. Definitions of words and phrases used in the Identification (I.D.) Card Program at the University of Florida:

(a) Academic Personnel (AP) - The academic employees of the University of Florida described in University of Florida Regulation 7.003, which includes the titles of Professor, Associate Professor, Assistant Professor, and Lecturer.

(b) Staff – Technical, Executive, Administrative and Managerial Support (TEAMS), University Support Personnel System (USPS), and Other Personnel Services (OPS) employees of the University of Florida.

(c) Student - All persons, not classified as Academic Personnel or staff, admitted and registered at the University of Florida.

(d) Identification (I.D.) Card - A laminated credit card size packet containing a digitized image (photograph) of the person, identification data, logo, bar code, high coercivity magnetic strip with three tracks, printed statement, and signature stripe.

(e) University of Florida Systems - A variety of means by which the University provides services to its students, Academic Personnel and staff such as library book checkout, check cashing, and ticket distribution.

(2) Function. The I.D. card is a key to accessing a variety of University of Florida systems, such as library book check-out and check cashing. The physical card is neither representation nor proof of any position or standing as a student, staff or Academic Personnel of

the University of Florida, or representative thereof without validation in a University of Florida system.

(3) Policies for the use of the I.D. Card are set by the Office of the Vice President for Business Affairs and administered by the I.D. Card Services Department of the Business Services Division.

(a) I.D. Cards shall be issued based on an individual's primary relationship with the University – Academic Personnel, staff, or student.

(b) The final decision on the primary relationship of an individual with the University shall be made by the Vice President for Business Affairs.

(c) I.D. Cards may be issued on a temporary basis to groups or individuals who do not fall into the category of Academic Personnel, staff or student as defined herein. The Office of the Vice President for Business Affairs is the unit in charge of authorizing the issuance of such cards. The cost for such cards is \$15.00 per card, unless identified by a different cost described herein.

(4) All students are required to have an I.D. Card at the cost of \$15.00. All Academic Personnel and staff are required to have an I.D. card. A \$15.00 fee will be imposed for each replacement card.

(5) Conduct such as misuse of the I.D. Card, falsification of information to obtain an I.D. Card, alteration of the picture or information on the card, and/or falsification of records which served as the basis for the issuance of the I.D. Card shall subject persons to penalties provided in the Florida Statutes or Regulations of the University of Florida, including the Student Conduct Code, as appropriate.

(6) When utilizing a University of Florida System, individuals shall present their I.D. Card as the approved means of showing authorization to use the system.

(7) Any unit of the University or student group or organization desiring to use the I.D. Card for any purpose not defined herein shall first obtain the approval of the I.D. Card Services Department, Business Services Division. No encoding of any of the tracks on the I.D. Card may be done without written approval of the I.D. Card Services Department. No alteration of the card or any portion thereof by any person or agency, other than the I.D. Card Services Department, is allowed. Approval is granted only pursuant to the terms of a University contract or for another University purpose and only under terms which protect the integrity of the I.D. Card.

(8) No equipment shall be purchased for the direct or indirect purpose of encoding on any of the tracks on the I.D. Card without the prior written approval of the Assistant Vice President and Director of Business Services or his or her designee, which approval shall be granted only pursuant to the terms of a University contract or in furtherance of another University purpose and only under terms which protect the integrity of the I.D. Card.

Authority: BOG Regulation 1.001.

History--New 7-15-91, Amended 5-28-92, 5-19-93, 3-12-03, 7-19-05, Formerly 6C1-2.0031, Amended 2-11-16 (technical changes only).