



SPARTAN CARD OFFICE POLICY

Policy Title: Spartan Card Office Policy

Policy Type: Administrative

Policy Number: 46-10 (2014)

Approved: 10/06/2013

Responsible Office: Office of Auxiliary Services

Responsible Executive: Vice President for Finance and Administration

Applies to: Students, Faculty, Staff, Vendors, and General Public

POLICY STATEMENT

The Norfolk State University ID Card, also referred to as the “SpartanCard,” is the official University Identification card. All adjunct faculty, faculty, staff, volunteers and contractors who represent Norfolk State University to the public are required to wear an identification badge while performing their duties. All students are required to have a valid identification card during their enrollment at the institution. The SpartanCard is the official University Identification card.

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DEFINITIONS (if any and as applicable to the policy. List in alphabetical order)

Accepting location: means the point-of-sale location that is authorized to accept the SpartanCard for the purchase of goods and services.

Authorized participant: means an active student, faculty or staff member for NSU.

Board: refers to meal plans that are intended for a student that resides on campus. However, commuter students can purchase a meal plan that gives them a board plan that allows them to utilize dining halls.

Cardholder: means an individual in whose name and for whose benefit a SpartanCard is to be issued or has been issued by NSU.

Contractor: refers to an individual employed by Norfolk State University to provide goods and services through a contractual agreement for a specific period of time.

Contributor: means an individual other than the cardholder who loads value to a SpartanCard account for a cardholder.

Dining dollars: refer to the dollars that come with meal plans and can be spent on campus only at dining halls and all food court areas.

Employee: refers to an individual who works for the University in a full-time, part-time, contractual or temporary capacity, such as administrative and professional faculty, teaching faculty, adjunct faculty, classified staff, wage, temporary agency and contract employees.

SpartanBucks: refer to money that is put onto the card by the cardholder using their own funds or funds that are transferred over from financial aid funds. These funds can be used anywhere on campus (food, laundry, pay campus bills, etc.) as well as off campus locations that participate in the SpartanCard program.

SpartanCard: means the official Norfolk State University ID/Debit card issued to the Cardholder by NSU. A SpartanCard may have one or more accounts.

Student: refers to an individual who is currently enrolled at the institution in an educational program or course as a full-time, part-time or non-degree student.

University or NSU: means Norfolk State University.

Volunteer: refers to an individual who is not a University employee, student, or a contractor, and is engaged in some sort of university related function or activity, which requires his/her, presence on campus on a regular basis, such as alumni activity, or affiliated foundation activity, or other function in a status, other than employee, student, or contractor.

We, Us, and Our: each mean Norfolk State University (NSU).

CONTACT(S)

Auxiliary Enterprises and Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy 46-10 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx>

through the appropriate governance structures. Questions regarding this policy should be directed to Auxiliary Enterprises and Services.

STAKEHOLDER(S)

Campus community, students, and vendors

SPARTAN CARD OFFICE POLICY CONTENTS

Purpose

The purpose of the SpartanCard is to provide a one-card solution that identifies Norfolk State University's (NSU) students, employees, contractors and other affiliates as well as to aid in the effort to provide a cash free environment. Proper identification and a cash free campus will result in a safer and more secure campus environment for the University community.

Scope

This policy applies to all University members including students, faculty, staff, contractors, vendors, temporary workers and any other affiliates of the University community.

The SpartanCard serves as the University's identification card, dining card, door access and declining balance debit card. It is the Official one-card solution for the campus.

All faculty, staff, contractors/vendors and temporary workers are required to wear a valid ID card while on the campus. All registered students must also have a valid ID in their possession while on campus and must present it upon request by any University Official. Failure to comply with these requirements may result in employee disciplinary action, student judicial action or removal from University property.

This Policy requires that:

I. Description

The SpartanCard is the University's official identification card for employees, students and other NSU affiliates requiring school identification. It provides evidence of the individual's status with the University. The SpartanCard contains all or some of the following information: the cardholder's first name, middle initial and last name, a color photograph, the cardholder's identification number with the University, department where employed or affiliated and expiration date.

II. Issuance, Replacement and SpartanCard Care

The institution will issue a SpartanCard to any individual who provides proof of employment/affiliation or student enrollment.

The Human Resources Department will provide a copy of the University Identification Badge and Card Policy and will complete the SpartanCard ID Request Form for employees during the New Employee Orientation Session. The Division of Student Affairs will notify students of the requirement to obtain a SpartanCard. All other respective departments will notify contractors of the requirement to obtain a SpartanCard.

The SpartanCard Office will issue one identification card to individuals providing proof of current enrollment or employment and proof of identity with a valid government issued form of identification. The SpartanCard Office will issue the first SpartanCard without charge.

Unauthorized possession, use or reproduction of a SpartanCard by an employee or student may constitute theft or inappropriate use of Norfolk State University's property and will be grounds for disciplinary action up to and including termination of employment or student judicial sanction.

- A. You must present valid, unexpired government issued identification such as a driver's license, Military ID, Birth Certificate, Social Security Card or passport in order to obtain a SpartanCard. The first SpartanCard is issued at no cost to students, faculty and staff.
- B. A nominal fee will be charged to replace cards that are lost, stolen and/or damaged. Damaged cards include but is not limited to cards that contain hole punches, cards that have been marked on, broken or bent, have had their magnetic stripe scratched, have been used to pry open or scrape objects, have been washed or dried in machines, or have had unauthorized stickers adhered to them. This fee is nonrefundable, even if the old card is found. If the department name, person's name or employee's status has changed the fee will be waived.
- C. Your SpartanCard must be treated with care, as it is valid throughout the cardholder's tenure at Norfolk State University. Do not attach items or punch holes in the card. Do not leave the card in direct sunlight or expose to extreme heat (i.e. clothes dryers and/or irons) or chemicals. Do not wash, crimp, bend, twist or break the card. Also, keep your card away from magnetic fields and others cards with magnetic strips. Do not use the card as a lock opening device or to scrape things. This care can avoid unnecessary replacement fees.

III. Validation and Expiration

The SpartanCard for students are valid only by current and complete registered enrollment. For employees, contractors/vendors and others, the SpartanCard will be valid for the duration of their employment/affiliation or until the expiration date on the card is met.

All University employees are required to surrender their SpartanCard to Human Resources upon separation from the University. Volunteers must surrender their SpartanCard at such time as their reason for holding one ceases, or becomes so infrequent that to hold such identification becomes unnecessary from the University's perspective. Contractors are required to surrender their SpartanCard to the authorized designee at the end of the contracted period. Failure to surrender the SpartanCard may result in the withholding of any sums (salary, contract payments, etc.) that may be due to the employee or contractor. Supervisors and the Department of Procurement Services must notify the SpartanCard Office of employee and contractor separations from the University.

IV. Display

Employees are responsible for displaying their identification badge during work hours in an easily visible manner. Students are responsible for having the SpartanCard in their possession at all times and must present it upon request by any University official. Failure to comply with these requirements may result in employee disciplinary action, student judicial action or removal from University property.

V. Responsibilities

The Campus Police Department is responsible for ensuring a safe and secure campus environment by maintaining personal safety, and physical and environmental security for the University community. This responsibility includes enforcing an identification system that provides an effective means of identifying employees, students, and contractors on University property.

1. The SpartanCard Office (1) issues and retrieves identification badges and cards for all University Faculty, staff, students, contractors, vendors and affiliates.
2. The employee's Department/Human Resources (1) ensures that employees acquire identification badges, understands its purpose, and complies with requirements for display; (2) submits the SpartanCard Request Form to the SpartanCard Office requesting an employee identification badge; (3) notifies the SpartanCard Office in a timely manner of the employee's separation from the University or an employee's change in employment status; and (4) retrieves the identification badge from the employee upon separation or change in status and returns it to the SpartanCard Office.
3. Individual departments are responsible for notifying the SpartanCard Office in a timely manner of the expiration of all temporary employees and contractors' agreements.
4. The Vice President for Finance and Administration officially interprets the University Identification Badge and Card Policy and revises the policy as necessary to meet the needs of Norfolk State University.
5. The Enrollment Management Department (1) notifies students of the requirement to obtain an identification card; (2) informs students that lost or stolen cards must be

reported to the SpartanCard Office or the Campus Police Department immediately; and (4) provides students a copy of the Identification Badge and Card Policy during orientation.

6. The Human Resources Department informs employees, during the New Employee Orientation Session, of the requirement to have an identification badge and provides a copy of the University Identification Badge and Card Policy and the SpartanCard Request Form.

PUBLICATION

This policy will be widely published or distributed to the University community. To ensure timely publication and distribution thereof; Auxiliary Services will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 04/03/2021
- Approval by, date: President, 05/05/2015
- Revision History: 10/06/2013, 05/05/2015, 06/16/2016; 06/13/2017; 04/03/2018
- Supersedes: None – New Policy

RELATED DOCUMENTS

Obtaining a SpartanCard Website

<https://www.nsu.edu/spartancard/obtaining-a-card>

FORMS

SpartanCard ID Request Form Online

<https://spartancard-sp.blackboard.com/eAccounts/AnonymousHome.aspx>