

# HOWARD UNIVERSITY POLICY

---

**Policy Number:** Series 200-002  
**Policy Title:** HOWARD UNIVERSITY IDENTIFICATION CARD POLICY  
**Responsible Officer:** Chief Financial Officer  
**Responsible Offices:** Office of the Chief Financial Officer  
(Office of the Assistant Vice President for Auxiliary Enterprises)  
**Effective Date:** May 24, 2011  
May 29, 2012 – Conforming Revisions

## I. POLICY STATEMENT

This policy establishes the Bison One Card Office as the official department responsible for producing Howard University ID cards for all constituents and governs the production, distribution and acceptable use of the ID card.

This policy complies with the mission of the University by seeking to enhance the safety, security and convenience of the Howard community and supports an educational experience of exceptional quality.

The main guidance is to establish the Bison One Card Office as the administrator of the Bison One Card (Howard University ID card) and provide authority to: the Department of Public Safety to enforce the acceptable use of the card and; the Office of the Dean for Special Student Services and the Office of Human Resources to impose disciplinary sanctions.

## II. RATIONALE

This is a new policy, however it is associated with existing policies: meal card policies; *Section VIII: Prohibited Behaviors 14. Forgery, Fraud, Dishonesty* of the Student Handbook and *Section 9.1 Identification Cards and Name Badges* of the Personnel Guidelines.

The policy is necessary to consolidate as well as appropriately manage policies for the expanding use of the Howard University ID Card.

The main goal of the policy is safety. While there are no direct legal, regulatory or accreditation requirements associated with this policy, the University will assume considerable safety risks if it is not established.

## III. ENTITIES AFFECTED BY THIS POLICY

All Howard constituents, including students, employees, contractors and summer groups, are affected by this policy.

**IV. DEFINITIONS**

Bison One Card – the official Howard University photo identification card.

**V. POLICY PROCEDURES**

The policies will be implemented by the Bison One Card Office and enforced by the Department of Public Safety.

The Student Handbook and personnel guidelines will be informed by the process and procedures associated with this policy.

Policy effectiveness shall be determined by compliance

**VI. INTERIM POLICIES**

There are no interim policies.

**VII. SANCTIONS**

Sanctions will be determined by the policies of the Office of the Dean for Special Student Services and the Office of Human Resources.

**VIII. HYPERLINK**

<http://howard.edu/policy>