

SHSU Financial Aid and Scholarships Policy – Front Desk Triage

POLICY:

The Sam Houston State University Financial Aid and Scholarships Office requires students to present their SHSU issued ID to be seen. This is consistent with other university offices and out of caution for our students and compliance with FERPA.

Due to the sensitive nature of information housed in our office and discussed with students, identification is required.

The Texas State University System Policy, Chapter VI addresses the requirement for identification cards. <https://www.tsus.edu/tsus-rules-and-regulations/chapter-6/student-identification-cards.html>

CHAPTER VI

11. STUDENT IDENTIFICATION CARDS

Each Component shall issue each student enrolled at the Component a student photo identification (I.D.) card, which grants access to or use of Component facilities, programs, activities, and financial disbursements.

11.1 Access to Component Facilities.

The student must present his or her I.D. when seeking access to or use of Component facilities or amenities or when otherwise requested by a Component official.

11. 2 Falsification.

Any falsification, misrepresentation or other misuse of the student I.D. card is prohibited and shall be punishable under *Subparagraph 5.2* of this *Chapter* and/or the Component code of student discipline.

11. 3 Nontransferable.

Student I.D. Cards are nontransferable, that is, they may not be loaned, borrowed, or used by another person for identification on or off campus or for any of the purposes stated in this *Paragraph*. A student shall immediately report a lost or stolen I.D. card to the administrative official or office responsible for issuing the I.D. card.