

Policy Title: University Identification Card Policy		Policy Category: Buildings and Grounds
Responsible Area: Campus Safety	Responsible Administrator: Senior Vice President for Finance and Administration	Policy Effective Date: 4/22/2026

I. Policy Scope

This policy applies to the following categories:

- Entire University Community
- Faculty
- Staff
- Student Employees

II. Policy History

Policy effective April 22, 2026.

III. Definitions

N/A

IV. Policy

Dominican University issues a photo identification card, also known as a Star Card, to each enrolled student, active employee, and sponsored guest. The card allows appropriate access to many resources provided throughout the University (including the library, residence halls, dining services, and the campus buildings themselves) and as a safety measure. Star Cards are typically issued at student orientation or employee onboarding, and all community members are expected to obtain and safeguard the card.

Individuals must always carry their Star Card while on university property and are responsible for the care and safekeeping of the card. No individual shall transfer, alter, falsify, forge, or surrender their card to anyone. Further, card holders may not alter the card in any way and must keep it clear of magnetic fields.

Star Cards are considered Dominican University property and may be revoked at any time. The ID Card must be presented upon the request of an authorized Dominican University official. The University will use the photograph on the ID Card in the University directory for faculty, staff, and graduate assistants. The information contained on the ID Card will not be released to persons outside of the University unless required by federal, state, or local law, including in response to a valid court order or subpoena or with the written consent of the cardholder.

Star Cards identify the primary role of the community member (e.g. faculty, staff, student, or contractor). If a community member changes primary roles (e.g. staff to adjunct faculty), a replacement card reflecting the change must be obtained as soon as practicable.

All ID card photos must be full face, front view with a plain white or green background. Individuals must be wearing normal street attire, and uniforms should not be worn in photographs. Religious attire that is worn daily is permitted. Individuals may not wear a hat or headgear that obscures the hair or hairline, except in the case of religious attire worn daily. If an individual normally wears prescription glasses, a hearing device, wig or similar articles, they should be worn for the picture. Finally, dark glasses or non-prescription glasses with tinted lenses are not acceptable unless an individual needs them for medical reasons. A medical certificate may be required.

Students who violate this policy have also violated the Student Code of Conduct and are subject to potential disciplinary action up to and including dismissal. Employees or sponsored guests who violate this policy are subject to disciplinary action, up to and including discharge. In addition, the fraudulent or illegal use of the ID Card may result in criminal charges and/or civil proceedings.

ID cards are issued and replaced free of charge. If an individual requires a card replacement more than two (2) times in a calendar year for reasons other than malfunction, a \$25 charge may apply for each subsequent issuance.

V. Procedures

Obtaining or Replacing a Card

All ID Cards are issued at the following locations:

- River Forest campus: Dominican University Information Technology Support Center (Lewis Hall #048)
- Chicago campus: La Casa Building, front desk.

Reporting a Lost or Stolen Card

An individual who loses or has their card stolen must report it to Campus Safety immediately. Any person who finds the ID Card of another person must immediately take the ID Card to Campus Safety.

Directory Photo Opt Out and Change Request

By default, faculty, staff, and graduate assistant ID card photos are uploaded to the University Directory (www.dom.edu/directory).

- To opt out of having a photo in the directory, [click here to complete the request form](#).
- To upload a professional headshot in the directory, [click here to complete the request form](#).

VI. Contact Information

Campus Safety
safety@dom.edu
(708) 524-5999

VII. Appendices/Links

[University Directory](#)

[Directory Change Request](#)
[Directory Photo Opt Out Form](#)