



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Senior Associate Vice President, Operations
Responsible Office: GWorld Card Office
Last Revised Date: June 26, 2007

GWORLD CARD

Policy Statement

The GWorld Card is the official identification card of the university, and is required for access to certain campus buildings (such as residence halls, libraries, and athletic facilities), and to university events. The card also provides a declining balance account for purchases at on and off campus merchants. Anyone issued a card agrees to be bound by the requirements set forth in this policy. Violations may result in disciplinary action up to and including termination of employment or enrollment, and card confiscation.

Reason for Policy

The GWorld Card, and the privileges and duties associated with it, are a means of safeguarding members of the university community and their guests, and for controlling access to university buildings and events.

Who is Governed by this Policy

Faculty, staff, students and other university constituents and affiliates

Table of Contents

Policy Statement	1
Reason for Policy	1
Who is Governed by this Policy	1
Table of Contents	1
Policy	2
Definitions	3

Related Information	3
Contacts	3
Document History	4
Who Approved This Policy	4

Policy

All members of the university community who are "University Constituents" (see definitions) must have a GWorld Card, which can be obtained directly from the GWorld Office. The university also issues cards to individuals with legitimate and verifiable affiliation with the university ("University Affiliates," as defined below), who must first obtain sponsorship per the procedures set forth in [Obtaining a GWorld Card as a University Affiliate](#). Only one card will be issued per individual, and will be issued based upon the individual's primary affiliation with the university (i.e., an individual who is primarily a staff member but also attends classes will be issued a staff card).

The card should be carried at all times or access to university facilities, events or services may be denied. Failure to present the card to a representative of the University Police Department upon request may result in the individual being asked to leave university premises. Cardholders must not lend or allow another individual to use their card for any reason, as this may create a security risk to university facilities and events, and pose a risk of theft of declining balance funds. Use of the card also constitutes agreement with the requirements in the [GWorld Cardholder Terms and Conditions](#), as applicable, and all university policies and applicable laws governing access to and dissemination of data held by the university.

Lost or stolen cards should be reported immediately to the GWorld Office to prevent unauthorized access to university buildings and/or use of any balance on the cardholder's account. The GWorld Office will provide the cardholder with a replacement card and transfer any unused account balance upon payment of a \$25.00 fee. Departments are required to notify the GWorld Office of all terminated or departing university employees or Affiliates, so that the card and all access is deactivated immediately.

Definitions

University Affiliate: An individual with one of the following affiliations with the university:

- A. Visiting Scholar (as defined by Academic Affairs and, where appropriate, the International Services Office);
- B. Contractor, consultant, or temporary worker (currently working directly or indirectly for GW);
- C. Friends of Foggy Bottom;
- D. GW Hospital Staff; and
- E. MFA staff.

An individual who does not fall into any of the above affiliate categories may be eligible for a "Friend of the University" account, which requires sponsorship by a university vice president or dean.

University Constituent: Faculty, staff, enrolled students, alumni and faculty emeriti.

Related Information

[Guide to Student Rights and Responsibilities: Misuse of University Identification](#)

[GWorld Cardholder Terms and Conditions](#)

[Obtaining a GWorld Card as a University Affiliate](#)

[Residential Community Conduct Guidelines](#)

[Social Security Number and GWid Usage Policy](#)

Contacts

Contact	Telephone	Email
GWorld Office	202-994-1795	gworld@gwu.edu

Document History

- **Last Reviewed Date:** March 29, 2018
- **Last Revised Date:** June 26, 2007
- **Policy Origination Date:** Not Available

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's home page](#).