



THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON DC

**Responsible University Official:**  
Senior Associate Vice President for  
Finance  
**Responsible Office:** Treasury  
Management  
**Origination Date:** Not Available

## GWorld CARD POLICY

### 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/Purpose

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 Needs to Know This Policy

Faculty, staff, students, and other University Constituents and Affiliates

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## Policy/Procedures

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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 [Cardholder Application](#), the requirements in the [GWorld Cardholder Usage Guidelines for Students](#) or the [GWorld Cardholder Usage Guidelines for Non-Students](#), 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 obtain cards from terminated or departing University employees or Affiliates, immediately cut them in half, and send them to the GWorld Office.

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## Website Addresses for This Policy

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[GW University Policies](#)

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## Contacts

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Subject	Contact	Telephone	E-mail Address
Card Issuance	GWorld Office	(202) 994-1795	<a href="mailto:gworld@gwu.edu">gworld@gwu.edu</a>

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## Definitions

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**University Affiliate** An individual with one of the following affiliations with the University: 1) Visiting Scholar (as defined by Academic Affairs and, where appropriate, the International Services Office); 2) contractor, consultant, or

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temporary worker (currently working directly or indirectly for GW); 3) Friends of the Library; 4) GW Hospital Staff; and 5) 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** Faculty, staff, enrolled students, students who have accepted admission,  
**Constituent** alumni and faculty emeriti.

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### **Related Information**

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[Cardholder Application](#)

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

[GWorld Cardholder Usage Guidelines for Non-Students](#)

[GWorld Cardholder Usage Guidelines for Students](#)

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

[Residential Community Conduct Guidelines: III. Health and Safety; 1. Identification; and](#)

[2. Misuse of Non-Transferable Documents or Instruments](#)

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

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### **Who Approved This Policy**

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Louis H. Katz, Executive Vice President and Treasurer

Beth Nolan, Senior Vice President and General Counsel

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### **History/Revision Dates**

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**Origination Date:** Not Available

**Last Amended Date:** June 26, 2007

**Next Review Date:** July 31, 2010