



**BOISE STATE UNIVERSITY**

University Policy 9250

## Bronco Cards

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### **Effective Date**

July 01, 2978

### **Last Revision Date**

January 03, 2025

### **Responsible Party**

Bronco Card Office, (208) 426-4636

### **Scope and Audience**

This policy applies to all faculty, staff, students, affiliates, affiliate faculty, and volunteers.

### **Additional Authority**

- Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99
  - University Policy 4280 (Emeritus Faculty)
  - University Policy 7000 (Position Definitions)
  - University Policy 7035 (Affiliates, Affiliate Faculty, and Volunteers)
  - University Policy 7480 (Emeritus Classified and Professional Employees)
  - University Policy 8060 (Information Privacy and Data Security)
  - University Policy 8120 (Identity Theft Prevention Program)
  - University Policy 9080 (Access Control)
  - University Policy 10000 (University Brand Standards)
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## 1. Policy Purpose

To establish the Bronco Card as the official identification for employees, students, and eligible affiliates and to outline the requirements for the issuance and use of the Bronco Card and the safekeeping of data collected from issuing a card.

## 2. Policy Statement

Boise State University recognizes the Bronco Card as the official means of identification for its students, faculty, staff, volunteers, and affiliates. Bronco Cards are produced and administered by the Bronco Card Office and are intended for use as a visual or an electronic identification, validation, and authentication credential for authorized access to services and facilities. Access to services and facilities will be deactivated and/or invalidated upon expiration of the Bronco Card's intended use.

## 3. Definitions

### 3.1 Bronco Card

The official Boise State University identification card issued by the Bronco Card office to verify the bearer's identity.

## 4. Eligibility, Use, and Fees

### 4.1 Eligibility

- a. Bronco Cards will be issued for a period not to exceed six (6) years to individuals who meet the eligibility requirements below.
  - Currently enrolled students or prospective students who are attending an officially sanctioned orientation program expecting to result in enrollment. Students who attend all classes remotely must follow special procedures to request a Bronco Card.
  - Employees as defined under University Policy 7000 (Position Definitions), whether full-time, part-time, or temporary.
  - Emeritus faculty and staff as defined by University Policy 4280 (Emeritus Faculty) and University Policy 7480 (Emeritus Classified and Professional Employees).
  - Affiliates, Affiliate Faculty, and Volunteers as defined under University Policy 7035 (Affiliates, Affiliate Faculty, and Volunteers).

- b. Before a Bronco Card may be issued to an affiliate, departments must complete the [Request for Approval of Volunteer or Affiliate Status and Services Form](#), which must be signed by the appropriate dean or vice president and assigned an identification number by Human Resources and Workforce Strategy.
- c. Upon loss of eligibility, the Bronco Card will no longer be valid, and access to University services and facilities tied to the card will be terminated.

#### 4.2 Use

- a. Bronco Cards are non-transferable. Only the individual to whom the card is issued can use the Bronco Card for its authorized purposes.
- b. Cardholders may have accounts tied to their Bronco Card to purchase goods and services at certain university locations. Cardholders are subject to all terms and conditions of those accounts.
- c. No department/unit, office, employee, student, or affiliate of the university may hold another individual's Bronco Card as collateral or security.
- d. Fraudulent use shall be defined as the unauthorized use of a Boise State University Bronco Card by any person who is not the individual identified on the card or the use by any individual of an invalid or counterfeit Bronco Card.
- e. Bronco Cards are the property of Boise State University. Any misuse, defacement, modification, alteration, tampering, or deliberate damage to a Bronco Card or any falsification, forgery, or fraudulent or illegal use of a Bronco Card may subject the individual to appropriate disciplinary action. The University will refer suspected violations of law to the appropriate law enforcement authorities.
- f. The University assumes no responsibility for misuse of a Bronco Card.

#### 4.3 Fees

- a. Fees are managed and set by the Bronco Card Office and are approved by the President's Office. The current fee structure can be found on the [Bronco Card Office Website](#).
- b. Departments may not charge more than the current fee structure allows for a custom Bronco Card.

- c. Additional fees may be charged to replace lost or damaged Bronco Cards.

## 5. Responsibilities

### 5.1 Offices, Departments, and Units

Offices, departments, and units must:

- a. Follow applicable standards and procedures for requesting information related to the issuance and use of Bronco Cards and for using and protecting such information assets.
- b. Provide all information and complete all applicable forms required by the Bronco Card Office when sponsoring an affiliate.
- c. Pay applicable costs associated with the Bronco Card, as determined by the Bronco Card Office.
- d. Collect Bronco Cards from employees who are separating from the university and have not been granted emeritus status or are otherwise not a student and return any cards to the Bronco Card Office for destruction.
- e. Collect Bronco Cards from affiliates no longer associated with the university and return any cards to the Bronco Card Office for destruction.

### 5.2 Bronco Office

The Bronco Card Office is responsible for issuing all Bronco Cards at the Student Union Information Desk. The Bronco Card Office determines the card design and approves which groups of individuals receive physical cards versus digital cards and who bears the cost of the cards. In addition, the Bronco Card Office is also responsible for:

- a. Prescribing and promulgating standards and procedures for 1.) verification of an individual's identity and affiliation to the University, 2.) appropriate photographs, 3.) use of preferred names, and 4.) requests for and issuance of Bronco Cards.
- b. Consulting with the Office of the General Counsel to ensure all information proposed to be included on Bronco Cards complies with applicable policies, laws, and regulations (e.g., HIPAA, FERPA, etc.).

- c. Following the procedures outlined in University Policy 8120 (Identity Theft Prevention Program) that pertain to changes of information on the Bronco Card.
- d. Implementing applicable standards and procedures for access to, protection of, and release of information assets related to the issuance and use of Bronco Cards.
- e. Serving as data custodians as defined in University Policy 8060 (Information Privacy and Data Security) for information assets associated with Bronco Cards on campus or delegating this responsibility in writing.
- f. Serving as University purchaser for all campus card credentials to maintain a single database that ensures credential data integrity and security.
- g. Working with campus partners on designing and implementing any new Bronco Cards and serving as the subject matter experts in conformance with University Policy 10000 (University Brand Standards).

### **5.3 Cardholders**

- a. Cardholders must present all documentation as requested by the Bronco Card Office for identification verification and follow all requirements for the Bronco Card photograph.
- b. Cardholders must secure their Bronco Card at all times. In the event of a lost or stolen card, cardholders should immediately notify the Bronco Card Office to deactivate the Bronco Card and request a new card.
- c. Cardholders should possess only one Bronco Card at a time. If a card is damaged or malfunctions, or the cardholder's name or status with the University changes, the cardholder should return it to the Bronco Card Office and request a new card.
- d. Cardholders must present their Bronco Card when required to verify their identity and to gain access to university services and facilities.
- e. Cardholders must comply with all regulations, safeguards, terms, and conditions for using funds in an account associated with their Bronco Card.
- f. Cardholders must present their Bronco Card to University officials, such as a Public Safety officer, upon request.

## **6. Frequently Asked Questions**

[Bronco Card Frequently Asked Questions](#)

## **7. Forms**

[Request for Approval of Volunteer or Affiliate Status and Services Form](#)

## **8. Related Information**

[Bronco Card Office Website](#)

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## **Revision History**

July 01, 2010; March 2011; December 2016; January 03, 2025