

Student University Identification (SMUcard) Policy

1. Purpose

- 1.1. To establish the University Identification Card ("SMUcard"), in digital and/or physical form, as the University's official credential for identity verification and service enablement;
- 1.2. To prescribe how the SMUcard is implemented and issued to ensure use of SMUcards is institutionally consistent, secure, and multi-functional.

2. Jurisdiction/scope

- 2.1. This Policy applies to all enrolled students at Saint Mary's University and to all authorized users of a SMUcard, and to usage of a SMUcard.

3. Policy

- 3.1. The SMUcard, in digital and/or physical form, is the official University identification credential.
- 3.2. All Students are required to obtain a SMUcard upon enrolment at Saint Mary's University.
- 3.3. All students are required to carry and present their SMUcard upon request for all University services, resources, and identification purposes that require presentation of a SMUcard, including but not limited to:
 - Use of University services, resources, or facilities.
 - Access to University buildings, residences, or restricted areas.
 - Verification of identity during events, and for official transactions.
- 3.4. The SMUcard is:
 - The property of the University.
 - Non-transferable.
 - Issued for individual use only and may not be shared, altered, or misused.
 - Valid only for the duration of active affiliation of the holder to the university.

3.5. Issuance:

- Is initiated upon course registration.
- Requires identity verification and photo capture.
- By default, a digital University identification is issued. Physical identification cards will be made available upon request for a fee, unless the student has an approved accommodation through the Fred Smither's Centre that supports the need for a physical card.

3.6. Lost or Damaged Physical Cards

- Must be reported immediately to the Enterprise Information Technology help desk.
- Replacement fees apply.

3.7. Deactivation

- SMUcards are deactivated once a holder is no longer a student or otherwise entitled to the SMUcard. This occurs upon graduation, withdrawal, or termination, or as otherwise determined by the University.

3.8. Non-Compliance

- Failure to present a valid University-issued SMUcard when required, or misuse of a SMUcard may result in denial of services, removal from facilities, or disciplinary action in accordance with the [University Code of Student Conduct](#).

Additional Approval Information

- Policy Number:** 2-2008
- Approving Authority:** Vice-President Finance and Administration
- Approved:** September 28, 2026
- Responsible Office:** Enterprise Information Technology
- Responsibility:** Chief Information Officer
- Revision Date(s):** n/a
- Supersedes:** n/a
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