



## College of The Albemarle Policy

**Policy Number: 5.4.8**

**Pages: 1 of 1**

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**Title: Student Identification Cards**

**Related Policy and Procedures:**

**Division of Responsibility: Student Success and Enrollment Management**

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College of The Albemarle (College) issues Student Identification Cards (ID) to all registered students. CCR students and other select programs will be identified on the card. Students enrolled in Continuing Education classes are not required to be issued an ID card but may be issued one upon request. The ID card is, at all times, the property of COA. It may be revoked at any time by the College if misused. It must be presented or returned upon request by a College official. Any student who is suspended or dismissed by the College must return his/her ID card immediately to the vice president of student success and enrollment management, or designee.

The purposes of the card are:

1. It serves as an identification card. Students are required to have their ID cards in their possession while on campus. If students are exhibiting suspicious behavior or violating any of the student responsibilities according to the Student Code of Conduct, they may be required to show their ID card to staff, faculty, security or the police. If a student does not have an ID card, they may be asked to leave the campus. If a student refuses to leave campus, the police may be notified and the student charged with trespassing. A Continuing Education student who is asked to show an ID card may be required to verify that they are attending classes.
2. It serves as the library card. The back of the card is bar-coded so that it will work as an individual's library card.

### Lost Cards

Individuals will be responsible for replacing cards that are lost, stolen, damaged or broken. There is a nominal replacement fee charged to the student.

### Expiration Dates

Students will be issued one card as a student at COA. They will be responsible for picking up a new sticker each semester which indicates the most recent semester the student is enrolled. Verification of enrollment must occur before a student can update the expiration date/sticker.

June 13, 2023

June 09, 2026

June 09, 2026

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**