



College of The Albemarle Procedure

Procedure Number: 4-4.1P

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Title: Student Identification Cards

Related Policy:

Division of Responsibility: Student Success and Enrollment Management

6/2021

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle to require students to provide proof of identification upon request. The College shall establish specific procedures for issuing student identification cards to curriculum and basic skills students.

Administrative Responsibilities

It is the responsibility of the Vice President of Student Success and Enrollment Management and in conjunction with the Enrollment Management Committee to review and revise this procedure.

Procedures

The College issues Student Identification Cards (ID) to curriculum and basic skill students. Basic Skills 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.

Purpose

The purposes of the card are:

- a. 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 in the Student Handbook or "Student Rights, Regulation and Responsibilities" 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 ID card may be required to verify that he/she is attending classes.



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- b. 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.