

BOARD APPROVED MAY 17, 2011

EFFECTIVE AUGUST, 2011

STUDENT IDENTIFICATION POLICY

Identification (ID) Cards:

All JSCC students must obtain a JSCC photo identification (ID) card. Students must present one form of government issued photo identification and their class schedule at the time the ID card is made. Cards for Curriculum students are issued in the Student Activities Office (Strickland Center) at registration and as needed. Cards for Continuing Education students are issued in the Continuing Education Office (Boyette Building) at registration and as needed.

JSCC ID cards must be visible at all times while on campus, and under no circumstances should they be altered or lent to another person. Presentation of the ID card may be required for identification or participation in various student activities or events. Persons who do not have proper identification may be asked to leave campus. Students who withdraw before the semester ends must turn their ID cards into the SGA Office.

Lost ID cards must be replaced, and a fee of \$5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Student Activities Office in order to have their ID card replaced.

** "JSCC student" defined as to this policy is a student who attends James Sprunt Community College for at least five (5) consecutive days."*

I. Purpose

- a. To enhance the safety and security of all personnel on James Sprunt Community College's campuses, ALL students will be required to obtain a photo identification card.
- b. This student ID will serve as the official means of identification for James Sprunt Community College.
- c. Unless a student loses/misplaces ID card, it will only need to be issued once.
- d. The first issued student ID is FREE. All replacements will cost \$5.
- e. The student ID must be visible at all times while on campus.

- f. Individuals not wearing proper identification will be asked what business they have on campus:

If the answer is satisfactory (i.e. potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.

If individuals claim to be a student, College officials shall ask for their student ID. If none can be provided, the individuals will be asked to leave campus until they can return with a valid JSCC student ID. Those who resist will be escorted off campus by the College SRO and further disciplinary action may be taken if necessary.

II. Scope

- a. JSCC students will be required to obtain a student ID card before attendance verification, as faculty will not allow a student to attend class without an ID past this date.
- b. Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.

III. Photo ID Policy

- a. Students will be required to present one form of government-issued photo identification before an ID card is issued.
- b. For ID pictures, James Sprunt Community College requires individuals to remove any items not worn as part of their daily appearance (i.e., prescription eyeglasses). The only exceptions are items worn for cultural or religious purposes.
- c. All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.