



# Piedmont Virginia Community

## Section XII – Safety & Security Policy

### XII – 10.0 Student Identification Policy

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Policy #:	XII – 10.0
Effective:	December 2016
Revised:	August 2024
Responsible Dept:	Office of the Vice President of Finance & Administrative Services

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#### 1. Purpose

The purpose of the Student Identification Policy is to establish procedures for the issuing of student identification cards at PVCC.

#### 2. Policy Statement

The Student Identification Policy details procedures on how students can obtain a PVCC issued student identification card and how to handle damaged or lost identification cards.

#### 3. Other General Information

N/A

#### 4. Applicability

The Student Identification Policy applies to all PVCC students, including students enrolled in programs/classes with Workforce Services and TJACE.

#### 5. Responsibilities

The responsible parties that will ensure the proper application of the Student Identification Policy are as follows:

- Campus Police

#### 6. Definitions

N/A

#### 7. Procedures for Implementation

##### Student Identification

A student photo identification (ID) card is a student's official Piedmont Virginia Community College



identification. Student photo identification cards are provided to students through the student activities fee. The photo identification cards can be obtained from the Security Office. ID cards must be presented for admission to special student activities, obtaining parking decals, and purchasing discounted bus passes. ID cards can be used for library material use and discounts at local merchants.

Identification cards for students and employees of PVCC are available from the Security Office during regular operating hours of the College. The office is room M218 in the Main Building.

All applicants must present a current student number or other form of valid photo ID (i.e., valid driver's license, passport, military/gov't ID).

Additional Information:

- Students should only have the most current ID card in their possession.
- Contact security if your ID card is lost or stolen, and a new card will be issued.
- If a card is damaged or unusable, return the damaged card to security for issuance of a new card.
- Cards are non-transferable to another person.

#### **8. Sanctions for violating the policy**

Students must present their student ID card if requested by college personnel. If a student fails to present their student ID upon request to faculty and staff, please contact the Public Safety Department (434-961-5300) and fill out a [Maxient report](#).