

NUMBER: 907

SUBJECT: VERIFICATION OF STUDENT IDENTITY IN TECHNOLOGY ENHANCED INSTRUCTION

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907.1 – POLICY

The terms of this policy are to ensure that all distance education programs and courses are in compliance with the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in e- and distance learning.

907.2 – PROCEDURES

907.2.1 – GENERAL

All courses and programs offered through e- and distance learning methods must verify that the student who registers for the distance education course is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

- A secure login and passcode is mandatory
- Before an incoming student is given a login and passcode, the student must present a photo ID to verify their identity. When it is not feasible to come to campus (as in the case of an online student), students may send a copy of their driver's license or other picture ID to verify their identity
- Proctored examination(s) from approved proctored sites that obtain picture id
- New or other technologies and practices that are effective in verifying student identity

All methods of verifying student identity in e-and distance learning must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA). Any fees associated with the verification of student identity will be charged to the student, and students will be notified of these charges in writing at the time of registration or enrollment.

907.2.1 – DEFINITIONS

E-Learning: blended learning where the traditional instructor-led training is combined with a variety of technologies to create an optimum learning experience.

907.2.2 – RESPONSIBILITIES

All users of the College's learning management system are responsible for maintaining the security of their username, password (and any other access credentials) assigned. These access credentials may not be shared with or given to anyone other than the user to whom they were assigned for any reason. Users are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within College publications. Failure to adhere to guidelines will not exempt students from responsibility.

Students are responsible for providing complete and true information about themselves in any identity verification process, in accordance with the policies on student standards and conduct.