

Policy 7.8 Information Technology: Verification of Student Identity in Distance Education

**TRI-COUNTY
COMMUNITY COLLEGE**

**INFORMATION TECHNOLOGY
VERIFICATION OF STUDENT IDENTITY
IN DISTANCE EDUCATION**

**POLICY
7.8**

The purpose of this policy is to ensure that Tri-County Community College is in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in distance learning.

All credit-bearing courses and programs offered through distance learning must verify that the student who registers for a distance education course is the same student who participates in and completes the course and receives academic credit. The use of a secure login and pass code is mandatory. Every enrolled student is given a secure login and password to access their learning management systems account. At first login, students are asked to reset his/her password to one which is entirely confidential.

Student identity verification protects the privacy of student information. Students are not charged additional fees to cover the cost of identity verification.

Personally identifiable information collected by the college may be used for identity verification. For instance, a student requesting that their learning system password be reset may be asked to provide information for comparison with data on file or to contact the Learning Management Systems Administrator in person with a photo ID or verification.

All users of the college's learning management systems are responsible for maintaining the security of usernames, passwords and any other access credentials. Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reason.

Students are responsible for any and all uses of their account. Students are responsible for providing complete and true information about themselves and for changing passwords periodically to maintain security.

Distance education faculty members are responsible for ensuring that their courses comply with the privacy policy. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged to design course assignments and evaluations unique to the course and that support academic integrity.

Adopted: 3/21/13 Academic Affairs Committee; 3/20/18 Technology Committee; 5/24/18 BOT