

Approved By: President

Date Approved: April 16, 2020

Effective Date: April 16, 2020

1. **Summary:** This policy establishes the requirement for student identity verification in distance education courses.
2. **Rationale:** This policy is necessary to ensure that all students enrolled in distance education courses are the same students participating in those courses.
3. **Entities Affected:** Distance Education staff, students, faculty

4. **Definitions:**

Distance Education: Education that uses internet technology to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.

Distance Education Course: A course in which the instructional content is delivered exclusively via distance education.

5. **Policy:** Each semester, every instructor teaching a distance education course must verify at least once during the semester that each student enrolled and participating in that course is the individual whose picture is found in the college's student information system (SONIS). The instructor is free to determine how to verify the student's identity (e.g., live-streamed meetings, video assignments, scheduled video conference calls, other online video medium). Students enrolled in a distance education course are required to participate in this verification exercise. Once verification is complete, the instructor will notify the Director of Distance Education that student identities have been verified.
6. **Procedure:**
 - a. **Implementation:** The Director of Distance Education is responsible for maintaining procedures for the implementation of this policy, training and assisting instructors in these procedures, and maintaining records demonstrating compliance.
 - b. **Responsibility for Compliance:** Vice President of Academic Affairs
 - c. **Notification:** This policy will be posted on the college website and will be published in the college's *Catalog*.
 - d. **Policy Review:** This policy will be regularly reviewed according to the college's policy review procedure.

For the Office of Institutional Effectiveness and Research only:

Policy version: 2.0

Policy number: 2.057

Related policies:

Policy History

Version 1.0	December 6, 2018
Version 2.0	April 16, 2020