



Administrative Policy

Student Identity Verification

Approved By: President

Date Approved: September 13, 2023

Effective Date: April 16, 2020

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

4. Definitions:

online 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.

online course: a course in which the instructional content is delivered exclusively via internet technology.

- 5. Policy:** Each semester, every instructor teaching an online 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 SONIS (the College's Student Information System). 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 an online education course are required to participate in this verification exercise. The instructor will maintain a record of when student identities were verified and how those identities were verified.
- 6. Procedure:**
 - a. Implementation:** The Director of Educational Technology 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 published on the College's website and in the College's *Academic Catalog*.
 - d. Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 3.0

Policy number: 2.057

Related policies:

Policy History

Version 1.0	December 6, 2018
Version 2.0	April 16, 2020
Version 3.0	September 13, 2023