Verification of Student Identity in Online Learning Policy

The purpose of this policy is to describe the process whereby Rosemont College verifies the identity of students in distance education.

1.0 Overview

Rosemont College must abide by the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, that requires the verification of student identity in distance or correspondence education.

2.0 Purpose

The College needs to establish and periodically review a process to determine that a student registered for an online course is the same student that participates in, completes, and receives credit for the course. Students seeking registration in online courses will be required to provide appropriate identification to establish their identity.

3.0 Scope

This policy applies to all credit-bearing distance education courses and programs offered by Rosemont College.

4.0 Policy

The purpose of this policy is to ensure that Rosemont College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. According to the HEOA, one or more of the following methods must be used:

a) An individual secure login and password issued by the College
b) Proctored examinations, and/or
c) Other technologies or practices that are effective in verifying student identification.

Any online student work, assessments or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity as noted above.

All methods of verifying student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the online catalog, in the semester course offerings booklet or on the "Tuition and Fees" website.

Secure Login and Password: Each Rosemont College student is assigned a unique username and password to log into the College's learning management system (currently Canvas). Students are responsible for providing their complete and true identity information in any identification verification process.

Responsibilities: All users of the College's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against College policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

Faculty: Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the College's identity verification policy. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support academic integrity.

The Provost is responsible for ensuring compliance with this policy and that deans, department chairs, discipline coordinators, and program directors are informed of any changes in the policy in a timely fashion.

Information Technology Services: This policy will be referenced on the login page of the College's learning management system.