



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
ACAF 3.03

Date of Adoption/Revision:
April 20, 2016

SUBJECT	Student Identify Verification in Distance and Correspondence Education
AUTHORITY	Provost and Information Technology
APPLICABILITY	Distance Learning Courses/Programs
PURPOSE	In accordance with 34 CFR 602.17(g), the SACS Commission must verify that institutions have effective procedures in place to ensure that the students who register in a distance or correspondence education course are the same students who participate in and complete the course, and receive the academic credit.

POLICY	Bennett College will ensure that the students who register in a distance education course are the same students who participate in the course, complete the course, and receive academic credit.
PROCEDURES	<p>This procedure includes, primarily, a secure logon and password, acceptable use compliance, and faculty assurance.</p> <ol style="list-style-type: none"> 1. Secure Logon: Before initially using their user IDs, students are required to login to the Bellnet Self-Service portal (https://bellnet.bennett.edu/ics) to set up their accounts and create individual passwords. Students use this secure user ID and password to access the university's learning management system. Students may change their passwords at any time; they are required to change their passwords every 90 days. Bennett College's Office of Information Technology is the office responsible for issuing secure usernames and passwords and for identity verification procedures. Students are not charged any additional fees for identity verification. 2. Acceptable Use Compliance: Individuals using Bennett's information technology resources must signify their agreement to comply with the Bennett College Acceptable Use of Information Technology Policy http://www.bennett.edu/board/BOT_Acceptable_Use_of_Information_Technology_Policy.pdf) This policy forbids a user to share or use another user's ID and/or password. Individual user accounts are created for the sole use of one person, and each user of the learning management system is required to maintain the security of his or her user ID and password. 3. Faculty Assurance: Because 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. Changes in student behavior such as sudden shifts in academic performance or changes in writing style or language used in discussion groups or email may indicate academic integrity problems. Instructors are encouraged to use a variety of assessment instruments. As best practices suggest, faculty should routinely ask

students to share in appropriate ways important ideas learned from texts and references, require research projects and paper assignments to be submitted in steps.

Note

SACS Federal Requirement
4.8 An institution that offers distance or correspondence education documents each of the following: (Distance and correspondence education)
4.8.1 demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit
by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as
(a) a secure login and pass code,
(b) proctored examinations, or
(c) new or other technologies and practices that are effective in verifying student identification.
4.8.2 has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.
4.8.3 has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

Replaces policy:

Date