



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Student Identity Verification in Distance Learning
<i>AP Number:</i>	AP 3.10.03
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) & No(s):</i>	Admissions and Registration, BP 3.10
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

In compliance with the provision of the United States Federal Higher Education Opportunity Act (HEA) of 2008, public law 110-315 and CFR 602.17(g), concerning the verification of student identity in distance learning, Pima Community College has established its process to confirm that a person who has accepted admission to Pima Community College is the person who is completing the enrollment form, that a student taking an examinations is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course.

This policy applies to all credit distance education courses or programs offered by Pima Community College, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that Pima Community College operates in compliance with the provisions of the United States Federal Higher Education

Opportunity Act (HEA) and CFR 602.17(g) concerning the verification of student identify in distance education.

The HEA requires that institutions offering distance education courses or programs have processes in place to ensure that students registering for a course are the same students who participate in the course and receive course credit. In order to meet these requirements Pima Community College will employ one or more of the following three methods:

- a secure login and password;
- proctored examinations; and
- new or other technologies and practices that are effective in verifying student identification.

SECTION 1: Compliance

Pima Community College will provide a secure login and password; the MyPima system is Pima Community College's authentication and security measure to ensure student accounts are managed securely across the College. Each student at Pima Community College is provided with a student ID number, email address, and an initial password for secure access to College systems, including Pima Community College's learning management system. New students are provided their personal student ID number after admission through the Pima Community College's Registrar's Office.

Students are responsible for providing their complete and true identity information in an identification verification process. It is against College Acceptable Use Policies for a user to give someone his or her password or to allow others to use his or her account.

Pima Community College uses D2L Brightspace as its learning management system. D2L integrates with College authentication services to ensure appropriate and secure student access to courses and other student information systems. All users of the College's learning management system are responsible for maintaining the security of student ID numbers and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is a violation of acceptable use.

Personally identifiable information (Confidential) collected by the College may be used, at the discretion of the institution, as the basis for identity verification. For

instance, a student requesting that their learning management system password be reset may be asked to provide two or more pieces of information for comparison with data on file or to come to the Enrollment Center in person with a government issued photo ID for verification.

The Office of the Provost and Academic Affairs is responsible for ensuring compliance with this policy and that deans, department chairs, directors are informed of any changes in the policy in a timely fashion. The Office of Enrollment Services is responsible for ensuring that College-level processes remain in compliance with this policy (registrar, financial aid, ADR, etc).

SECTION 2: 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 and must comply with the Acceptable Use Policy of the College.

Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reasons. Users are responsible for any and all uses of their account. Users are responsible for all activity on their accounts. Users are responsible for changing passwords periodically to maintain security unless otherwise mandated by data handling standards of the College. Users are held responsible for knowledge of the information contained within the most recent College catalog as well as the Student Handbook. Failure to read College guidelines, requirements, and regulations will not exempt users from responsibility.

As technology and personal accountability are not absolute in determining a student's identity, faculty members are required to use technologies and to design online 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.

Faculty are responsible for informing the Office of the Provost of any new technologies being used to verify student identity so that published information on student privacy can be maintained appropriately, and so that the College can coordinate resources and services with education technology portfolios efficiently. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when possible to

design courses that employ assignments and evaluations unique to the course and that support academic integrity.

Deans and directors of college-level units are responsible for ensuring that faculty are aware of this policy and comply with its provisions. Deans, chairs, and directors are also responsible for ensuring that academic awards and degree programs within their units comply with the provisions of this policy.

At this time, there are no additional student fees associated with student verification. If any fees associated with the verification of student identity will be charged to students, these will be indicated in the online catalog or in the tuition and fees section of the Pima Community College website prior to student registering for a class.

Pima Community College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of the student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records.