

Student Identity Verification	Procedure Number	511.5
	Effective Date	2-22-19

1.0 POLICY

The purpose of this policy is to ensure that the University of Arkansas – Pulaski Technology College (UA-PTC) complies with the United States Federal Higher Education Opportunity Act (HEOA). HEOA requires all institutions offering distance or correspondence courses or programs to certify that the student registering for a course is the same student who participates in the course and/or receives course credit.

The HEOA requires that one or more of the following mechanisms be employed:

- a secure login and pass code;
- proctored examinations; and
- new or other technologies and practices that are effective in verifying student

Identification.

All methods of verifying student identity must protect the privacy of student information. All sensitive data, including FERPA-governed and enrollment related records, are presented to students via encrypted transport methods, predominantly HTTPS. Access to such information requires valid LDAP credentials, in addition to authorization controls within the Learning Management System (LMS) and/or Student Information System (SIS). The privacy of students who enroll in online courses at UA-PTC is protected under the College’s policies regarding student records and FERPA rules. These policies are published in UA-PTC’s policies on Student Affairs on the College’s website.

At this time, there are no fees associated with the verification of student identification. In the event there will be fees charged to students it will be so indicated in the College’s Tuition and Fees.

2.0 REVISION HISTORY

Adopted on:

Feb 22, 2019

Revised on:

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

FERPA Family Educational Rights and Privacy Act

LMS Learning Management System

SIS Student Information System

LDAP Lightweight Directory Access Protocol

5.0 PROCEDURE

In compliance with these federal requirements, UA-PTC has adopted the following policy. All students will be issued a unique e-mail account with a secure Username and Password upon being accepted to UA-PTC. Data transmission of login information is secured using standard encryption technology. All e-mail communication between the College and the student will be through this e-mail account.

All electronic courses at UA-PTC will be offered through the College's secure LMS. Students will access the LMS using a single sign-on connection to the UA-PTC Campus Portal verification servers with their secure UA-PTC Username and Password and/or the direct LMS logon page with their secure UA-PTC Username and Password.

Student User Responsibility: UA-PTC students registered for online courses have a secure Username and Password assigned to them by the College using a FERPA compliant procedure. All student users of the College's LMS are responsible for maintaining the security of Usernames and Passwords. Student users have the opportunity to change their password at any time. Access to online courses is controlled by the student user with a secure Username and Password. Access credentials may not be shared or given to anyone other than the student user to whom they were assigned for any reason. Student users are responsible for any and all users on their account.

Student users are responsible for providing complete and true information in any identity verification process, in accordance with the "Student Code of Conduct" as outlined in UA-PTC Policy 5.50 Code of Student Conduct and Disciplinary Procedures Policy found at http://uaptc.azurewebsites.net/docs/default-source/policies/open/500/5-50-code-of-student-conduct-and-disciplinary-procedures-policy.pdf?sfvrsn=3fd79dd0_2

Any student user found to have permitted another individual to represent them for any portion of an online course will be dismissed from the course and will not be permitted to take any other online courses at or through UA-PTC.

Instructors will emphasize the academic integrity policy in their syllabi and use normal pedagogical practices (reviewing student writing samples, conferencing with students in person or through internet technology, etc.) to verify student identity.

Instructors may, at their discretion, require proctored examinations or use other technologies that are effective in verifying student identity.

Student users are held responsible for knowledge of the information contained within the most recent Student Handbook. Failure to read College guidelines, requirements and regulations will not exempt student users from responsibility.

College Administration is responsible for consistent application of student identity verification procedures. College Administration is responsible for reviewing and ensuring college-wide compliance with this policy in the College's various schools and administration units.

College Administration will inform academic deans and administrative officers when changes to the policy are made in a timely fashion. Academic deans are expected to ensure that faculty within their divisions remain in compliance. Instructors teaching courses through distance education methods are responsible to ensure that their individual courses comply.

If necessary, non-compliance may be addressed through performance reviews or other measures as appropriate.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Jasmine Williams	November, 2018
Ratified by:	College Council	Feb 22, 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	April 9, 2019
UA Policy Alignment		