Policy Name:	Student Verification in Distance Learning
Policy Number:	ADM 10.03
Title of Policy Owner:	Director of Information Technology
Approved by:	Administrative Cabinet
Effective Date:	08/01/2022
Version:	1.1
Policy Status:	Approved

I. Policy

It is the policy of Bon Secours Memorial College of Nursing (BSMCON) to authenticate all students enrolled in credit-bearing distance learning courses.

II. Purpose

The purpose of this policy is to ensure that BSMCON operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in distance learning.

III. Scope

This policy applies to all credit-bearing distance learning courses and programs offered by BSMCON, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

IV. Definitions

None

V. Policy Details

All credit-bearing courses and programs offered through distance learning 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. One or more of the following methods must be used:

a) A secure login and pass code;
b) Proctored examinations; and/or
c) New or emerging technologies and practices that are effective in verifying student identification.

All methods of verifying student identity in distance learning must protect the privacy of student information. Students must be notified in writing, of any fees charged to the student associated with the verification of student identity at the time of registration or enrollment.

Personally identifiable information collected by the College may be used, at the discretion of BSMCON, as the basis for identity verification. For instance, a student requesting that their Learning Management System (LMS) password be reset may be asked to provide two or more pieces of information for comparison with data on file.

All users of the College's LMS are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. Users are responsible for any and all uses of their account. Users are responsible for changing passwords periodically to maintain security. Students are responsible for providing complete and true information about their selves in any identity verification process, in accordance with the Student Honor Code.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that their individual courses comply with the provisions of this policy. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

Academic deans and the Director of Information Technology are responsible for ensuring that faculty are aware of this policy and comply with its provisions.

Any student found misrepresenting or falsifying their identity is subject to the sanctions identified in the Honor code.

VI.   Attachments

VII.   Related Policies
        None

VIII.   Disclaimers

a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	04/13/2020	Revisions and new template	Dean of Administration
1.1	06/15/2022	Minor revision of responsibility	Director of Information Technology