STUDENT IDENTITY VERIFICATION POLICY

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Student Authentication Policy

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STUDENT IDENTIFY VERIFICATION POLICY

Because of new regulations stemming from the federal reauthorization of the Higher Education Act in 2008, higher education institutions have been asked to address student authentication for all distance and correspondence courses. To be in compliance with this regulation, institutions are required that the institution must demonstrate 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 (1) a secure login and pass code, (2) proctored examinations, and (3) new or other technologies and practices that are effective in verifying student identification.

Thus, UNAD Florida has instituted the following policies to address student authentication:

IDENTITY MANAGEMENT

The identity verification process involves the following:

- During the admission process, students are required to submit a valid picture ID, which will be saved and used for subsequent student identification processes.
- All students enrolled in courses will receive individual secure login and pass codes to the institutional learning management system (LMS). Students are responsible for maintaining the security of their username, password and other access credentials.
- Faculty regularly have synchronous interaction with the students via videoconference. Through this interaction, the identity is verified and validated for participation in registered courses.
- UNAD Florida is considering acquiring Proctoring services for its online quizzes and exams. This adds a safe layer of verification and validation of student identity. UNAD Florida assures that the admitted student is the same student who completes coursework and assessments and is awarded credit by the following measurements:
- In our registration system, each student has a unique identification number, in addition to all pertinent information regarding personal, financial and academic data. Access to this system is restricted to the Admission, Academic, and Compliance departments of UNAD Florida. Changes to the information stored in the registration system is closely monitored to avoid identity theft.
- The registration system also stores the credentials for access to the academic platform where all coursework and assessments are completed for awarding credit. Students are responsible for maintaining the security of their username, password and other access credentials. Additionally, the academic platforms require that students change their password twice a year to reinforce the security of the platform and protect the identity of the student. When the student forgets their platform credentials, they must contact the Admission department to validate their identity and get new credentials.

- Throughout the academic program, multiple opportunities exist to assure the registered student is the same as the one completing the coursework and assessments. Synchronous interaction via videoconference facilitates the confirmation of student identity. From the admissions process and throughout the duration of the academic program, staff members continuously interact with students via phone calls and emails, thus greatly facilitating identity verification.

- Professors are required to conduct synchronic interactions with the students in order to ensure that the person is enrolled is the one doing the coursework. Professors should also pay special attention to sudden changes in students' behavior in relation to their deadlines and writing style. Any concerns that indicate a change in students' identity should be immediately reported to the Academic Dean.