VERIFICATION OF IDENTITY AND STUDENT PRIVACY

The University uses username and password authentication to verify the identity of students who register for and participate in online programs and courses and receive academic credit. The University's Information Services Department is responsible for the consistent application of student identity verification procedures. Upon gaining admission to the University, students must show photo identification in order to receive a University ID user name and password. Distance students who do not reside near campus may fax or mail a copy of their photo identification. The photo identification and University ID will then be linked to detailed information about the student that was collected during the admissions process.

The University ID user name and password are used to access the University's learning management system and associated applications and documentation relevant to students. Examinations may only be accessed and submitted within the secure system. If electronic posting of student work such as reflections and discussions is a required element of a course, students will be notified of this requirement in the syllabus. Faculty members will make it clear whether such postings will be accessible only to the faculty member or to all students in the course, and faculty will ensure that students conduct the actual posting, rather than gathered materials being posted by the faculty member at a later date. Additionally, in situations where vendors/outside parties are involved in receiving student information, that third party must be contractually bound to protect student information confidentiality.

Additionally, distance education students are afforded the same privacy protections as all other students at the institution. The University's procedures for secure handling of student records are outlined in Volume II.