Bon Secours
Southside College of Health Sciences

Policy Name: Student Verification in Distance Learning - SCHS
Policy Number: ADM 10.03
Title of Policy Owner: Director of IT
Policy Type: ☒RHEI/Shared Services ☐BSMCON ☒SCHS ☐SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/16/2022
Version: 1.2
Policy Status: Approved

I. Policy

It is the policy of Southside College of Health Sciences (SCHS) to authenticate all students enrolled in credit-bearing distance learning courses.

II. Purpose

The purpose of this policy is to ensure that SCHS 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 SCHS, 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 SCHS, 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 accurate information about themselves in any identity verification process, in accordance with the Student Conduct policy.

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 Student Conduct policy.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, 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

Policy Name:	Student Verification in Distance Learning - SCHS	Version:	1.2
Original Date:	8/12/2012	Last Reviewed Date:	8/16/2022
Last Modified Date:	8/16/2022		Page 2 of 3

1.0	8/12/2012	Initial Policy	Director of IT
1.1	8/12/2022	Revisions of Identification Language & Policy Title	Director of IT
1.2	8/3/2023	New Template	Director of IT