



Student Identity Verification in Distance And Correspondence Education

In accordance with 34 CFR 602.17(g), the Commission must verify that institutions have effective procedures in place to ensure that the students who register in a distance or correspondence education course are the same students who participate in and complete the course, and receive the academic credit.

Institutions must provide the following documentation:

1. Written description of the method(s) used to ensure student identity verification in distance or correspondence education courses. Include information related to the Learning Management System (LMS) and integration with college-wide systems.
2. Written procedure(s) regarding the protection of student privacy in the implementation of such methods. Including information related to the Family Education and Privacy Rights Act (FERPA) and student record access and process for resetting student passwords.
3. Written procedure(s) for notifying students about any projected additional charges associated with student identity verification such as proctoring fees.
4. Written procedure(s) indicating the office(s) responsible for the consistent application of student identity verification procedures.