



Verification of Student Identity

In Distance Education Courses and Programs

Sponsors:

Office: New Mexico Tech Department of Educational Outreach and Distance Instruction (EODI)

Division: Vice President for Academic Affairs

Last modified March 5, 2014

Approved by NMIMT President March 4, 2014

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

This document is continually being updated; we would appreciate any information and/or insight that would help us develop stronger policies for NMIMT's distance education program.

I. Scope

This policy applies to all credit-bearing distance education courses and programs offered by the New Mexico Institute of Mining and Technology (New Mexico Tech).

II. Policy Statement and Procedure

- 2.1 All credit-bearing courses and programs offered through distance learning methods must be conducted with processes that verify that the student who registers for a distance course or program and receives academic credit is the same student who participates in and completes the course or program.

The following processes, subject to modification as new technologies arise, will be used:

2.1.1. The student obtaining a Tech photo ID during a visit to campus.

OR

2.1.2. The student's completion of an online form requiring uploaded images of the student's face and of the student's photo ID (driver's license or passport), the student's Tech ID number (obtained at the time of admission), and the student's date of birth.

AND

2.1.3. A secure login with password to Tech's Distance Education Course Portal.

2.1.4. Periodic but consistent communication between the student and the instructor through discussion boards, email, phone calls, or videoconferences.

2.1.5. Plus at least one of the following three assessment methods:

2.1.5.a. Live presentations of course projects via web conference, featuring video and audio of the student, during which the student can be visually identified.

- 2.1.5.b. Proctored exams, using either proctors provided by Educational Outreach and Distance Instruction (EODI) from the student's local area or a virtual, video-based proctoring service.
 - 2.1.5.c. Another activity that utilizes a proctor or direct interaction with the instructor that is approved by EODI.
- 2.2. Instructors are to report to EODI prior to the first day of classes which method or methods under 2.1.5.a., 2.1.5.b. or 2.1.5.c. they will be using that semester.
- 2.3. All methods of verifying student identity in distance learning must protect the privacy of student information from unauthorized or excessive exposure.

III. Responsibilities

- 3.1. All student, faculty, and staff users of the university's learning management system are responsible for maintaining the privacy of their usernames, passwords, and any other assigned access credentials. Access credentials may not be shared or given to anyone other than the user to whom they were assigned.
- 3.2. Students are responsible for providing complete and true information about themselves in any identity verification process.
- 3.3. Faculty teaching courses through distance learning hold primary responsibility for ensuring that their courses comply with the provisions of this policy. Faculty are requested to consult with EODI on procedures and technologies they are using to comply with the provisions of this policy.
- 3.4. EODI is responsible for ensuring that information on the policy and tested procedures for meeting the policy are available to faculty, students, and administrators.
- 3.5. EODI is to take measures to maintain a secure online environment with the goal of protecting students' personal information from unauthorized access.
- 3.6. EODI is to keep records of all authentication activities on a course-by-course basis.

IV. Effective Date

The policy becomes effective upon approval by NMIMT President.

V. Frequency of Review and Update

This policy will be reviewed annually by EODI for continued alignment with the appropriate federal regulations and policies and revised as necessary.

New Mexico Tech Policy Signature and Approval Document

Legal Review (if applicable):

Signature Title Date

Campus Community Review Dates: 1/22/14 to 2/5/14
15 Calendar Days

Approval by Chair of President's Policies and Procedures Committee (if applicable):

Signature Title Date

Approval by Sponsoring Division Head:

Mary DeZemba Interim VPAA 3/3/14
Signature Title Date

Approval by President:

Approved on this date by Dr. Daniel Lopez, President, New Mexico Institute of Mining and Technology. Minor editorial revisions may be made. Content of this policy cannot be changed.

Daniel A. Lopez 3-4-14
Signature of the President Date

Approval by Chair of the Board of Regents (if applicable):

Signature Title Date