Administrative Policy for Student Identity Verification in Distance Learning

I. Scope:

This policy applies to all credit-bearing distance learning courses or programs offered by Rochester Institute of Technology from application of admission to a student’s graduation, transfer or withdrawal from the university.

II. Policy Statement:

The purpose of this policy is to ensure that Rochester Institute of Technology is compliant with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), ensuring the verification of student identity in all credit-bearing forms of distance education. The HEOA requires processes in place to ensure that a student who registers for credit-bearing courses is the same student that participates in, completes the course, and receives academic credit for the course.

III. Procedures:

The university ensures compliance with the HEOA as follows.

A. Confirmation of distance student identification within RIT systems

1. Students are required to submit an RIT approved photo to the Office of the Registrar within two weeks of the commencement of a class.
2. A student identification photo is included in the class roster within the student information system (SIS).
3. RIT will issue RIT Computer Accounts for access to RIT systems, including RIT’s learning management system, at which time students agree to comply with RIT’s Code of Conduct for Computer Use (C08.2).

B. Faculty are required to confirm student identity throughout the course and verify identity upon submission of final grades

1. Faculty confirm student identity by comparing the SIS class roster photo to the appearance of the student via live web/video conferencing sessions.
2. Faculty confirm student identity via an externally proctored activity provided by an external proctoring service.
3. Faculty are responsible for noticing changes in student behavior and coursework, such as changes in writing styles, academic performance or different behavior in group assignments.

C. Faculty will follow the procedure outlined in D08.0 Student Academic Integrity Policy when a student does not adhere to this policy.

IV. Fees:

At this time, there are no additional student fees associated with student verification. In the event that a verification fee becomes necessary, it will be posted on the course registration site to provide an advanced alert to students.
V. Student Privacy:
Rochester Institute of Technology complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. Additional information on FERPA and student record access can be found at: https://www.rit.edu/academicaffairs/registrar/student-privacy and https://www.rit.edu/academicaffairs/policiesmanual/d150

Responsible Office:
The Provost’s Office, or the office designated by the Provost, is responsible for developing and ensuring compliance with this policy in the University's various colleges and administrative units. The Provost's Office, or the office designated by the Provost, will inform deans and administrative officers when changes to the policy are made.

Effective Date: February 17, 2016

Policy History:
Approved by the Provost February 17, 2016
Revised February 10, 2017

* RIT Photo Submission: https://www.rit.edu/academicaffairs/registrar/id-photo
† C08.2 Code of Conduct for Computer Use: http://www.rit.edu/academicaffairs/policiesmanual/c082-code-conduct-computer-use
‡ D08.0 Student Academic Integrity Policy: https://www.rit.edu/academicaffairs/policiesmanual/d080