

Policy Title: Administrative Policy for Student Identity Verification in Distance Learning

Policy Number: *Added by Provost's office*

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.

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. Regulations require the use of one of the following three methods:

- A secure login and pass code
- Proctored examinations
- New or other technologies and practices that are effective in verifying student identification

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 registration system

B. Required faculty confirmation of student identity within individual courses utilizing one of the following options

Option 1: Faculty confirm student identity via live visual capabilities (e.g. Facetime, Skype, etc.) and the image on the class roster

Option 2: Faculty confirm student identity via an externally proctored activity provided by an external proctoring service

In addition, faculty are also required to verify the identity of the student upon submission of final grades.

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.

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 Offices:

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

Effective Date:

Policy History: