# Lackawanna College
## Student Verification Process for Distance Education Students

**PURPOSE**: The purpose of this policy is to establish identity verification procedures for students enrolled in distance education courses. According to the provisions of the United States Federal Higher Education Opportunity Act (HEOA) all credit-bearing courses and programs offered through distance education 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.

**SCOPE:** The policy applies to all credit bearing distance education courses offered through Lackawanna College.

## POLICY/PRODEDURE

Lackawanna College uses a secure login and password to ensure that the student who registers for a course is the same student who participates in the course.

- Upon registration for his/her first course, the student receives a system-generated User ID along with instructions to activate their account. The student is directed to a secure site and prompted with several security questions before access is granted to set their password.
- Each student has a unique User ID and password to log into the Lackawanna College portal to gain access to the Canvas Learning Management System. This User ID provides the student with exclusive access to his/her course work.
- Users are responsible for all activity related to their own accounts and network access. It is against the College's policy for a user to give someone else his or her password or allow others to use his/her account. It is the user's responsibility to safeguard passwords and/or other sensitive information per the College's Computing and Network Resource Policy which can be found at https://www.lackawanna.edu/wp-content/uploads/2014/08/Computing-and-Network-Resource-Policy.pdf.
- Each time a student logs into the Learning Management System to access their course, he/she must go through the secure login system using unique credentials. The User ID and password are a part of the student record, so the student who is participating in the course will receive the academic credit for the course.

**STUDENT PRIVACY:**
- The secure portal login and password verification process ensures the protection of the student's privacy under the Family Educational Rights and Privacy Act (FERPA).
- Electronic student submissions should not be accessible to anyone other than the student and college employee who needs the electronic submission to carry out his/her duties. These individuals include the instructor, administrators or staff approved by the college, and e-learning administrators.
- The student must give permission for his/her work to become available to a third party.
- The college employs firewalls along with an Intrusion Prevention System to protect electronic storage and safeguard against unauthorized access to student work.
- Student passwords can be reset after authentication with the proper credentials through the Lackawanna College Portal by providing responses to several security questions.

**FEES:**
- Lackawanna College does not charge additional fees for student identity verification such as for proctoring exams.

**RESPONSIBILITIES:**
- The Information Technology Department is responsible for the application of the student identify verification procedures and for monitoring the college portal security to protect system integrity.
- Faculty teaching distance education courses are responsible for ensuring students comply with the identity verification policy. Since technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support academic integrity. Changes in student behavior such as sudden shifts in academic performance or changes in writing style or language used in discussion groups or email may indicate academic integrity problems. Instructors routinely should use a variety of assessment instruments.
- The Office of Student Accounts is responsible for maintaining and publishing any fees associated with verification of identity.
- All system users are responsible for following the computing and network security policies.