



## VERIFICATION OF STUDENT IDENTITY POLICY

### SCOPE

This policy applies to courses and programs offered by Washington Technology, beginning with the application for admission and continuing through to a student's graduation, or transfer.

### POLICY STATEMENT

All credit-bearing programs must be able to verify that the student who registers for a course or program is the same student who participates in and completes the course or program. This requirement applies equally to programs offered through distance learning methods.

### DEFINITIONS

*Distance Education:* is the process whereby on-campus and off-campus learners access lectures, course materials, resources, instructor/student and student/student interaction via synchronous or asynchronous electronic communication technologies. The digital tools used at WTU for this purpose include a Learning Management System (LMS), a digital library, and web conferencing.

### POLICY

#### A. Establishing Initial Proof of Identity

Shortly after acceptance to the University, each student is to meet with the Registrar either in-person, or online with a webcam enabled to establish proof of identity.

- The student is to be asked to present his/her current government-issued photo ID (a driver's license and/or passport).
- The Registrar is to check that the personal appearance of the student with whom he/she is meeting, matches the photograph on the ID.
- If the address on either of these documents is different from the residential address that appears in the student's application, the student is to be required to provide a billing statement that couples the name on the bill with the address provided.

#### B. Unique Student Identifier

Prior to Student Orientation each student is to be assigned a unique student id and secure login for WTU's systems. The student is to be required to keep this personal WTU account information (username and password) confidential.

#### C. Unique Student Email Identifier

Prior to Student Orientation each student is to be assigned a unique email address (first.lastxx@washtechu.org). Only email received from a student's WTU email account will be

deemed to be official correspondence from the student.

**D. Privacy**

Personally Identifiable Information (PII) collected by the University may be used, at the discretion of the institution, as the basis for identity verification. For example, a student requesting that a password be reset may be asked to provide two or more pieces of information for comparison with data on file.

**E. Faculty Responsibility**

Users of WTU’s learning management systems are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned as per the Policy on Family Educational Rights and Privacy Act and other WTU policies.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that their individual courses comply with the provisions of this policy.

Faculty are responsible for informing the Education Director of any new technologies being used to verify student identity, so that published information on student privacy can be maintained appropriately, and so that the University can coordinate resources and services efficiently.

Faculty are encouraged, when feasible and pedagogically sound, to design assignments and evaluations unique to the course and that support academic integrity. The Education Director and Director of e-Learning are responsible for ensuring that faculty are aware of this policy.