

# **Lincoln Memorial University**

## **Distance Education Policy and Procedure for Verification of Identity**

Reference: SACS- Commission on Colleges **Federal Requirement 4.8.1**

*The Principles of Accreditation: Foundations for Quality Enhancement* states, “Implicit in every Federal Requirement mandating a policy or procedure is the expectation that the policy or procedure is in writing and has been approved through appropriate institutional processes, published in appropriate institutional documents accessible to those affected by the policy or procedure, and implemented and enforced by the institution.”

**Federal Requirement 4.8-** An institution that offers distance or correspondence education documents each of the following:

**4.8.1** demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, or (c) new or other technologies and practices that are effective in verifying student identification.

### **Policy for Verification of Identity**

It is the policy of Lincoln Memorial University to ensure 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 credit. Lincoln Memorial University will ensure this by verifying each student’s identity.

In compliance with Federal Requirement 4.8.1, verification of a student’s identity shall be accomplished either by: (a) use of a secure login and pass code; (b) proctored examinations; or (c) use of new or other technologies and/or best practices that are commonly and widely accepted within higher education as being effective in verifying student identity in a distance education environment.

## **Procedure for Verification of Identity**

At Lincoln Memorial University the primary and preferred method of verification of a student's identity for distance education purposes shall be option (a) of the policy, use of a secure login and pass code. Options (b) proctored examinations and/or (c) new technologies, may be used to verify the identity of a student when approved through appropriate university approval processes; to include, vote by Department and Academic School faculty and Academic Council.

The method(s) for verification of a student's identity for each distance education course will be included in each course syllabus. Course syllabi will be distributed to enrolled students prior to, or during, the first class session in which the student participates. All distance education course syllabi must be reviewed by the Dean of the Academic School from which the course originates prior to distribution to students. The Academic School Dean's review of course syllabi must ensure that each distance education course syllabus contains the method of verification of student identity.

Approved by Academic Council: 02-23-2012

Approved by President and President's Cabinet: 03-05-2012

Effective: 03-05-2012