

Distance Education Policy and Procedure for Verification of Identity

The SACSCOC (2024) *Resource Manual for The Principles of Accreditation: Foundations for Quality Enhancement* states, “Effective academic policies related to an institution’s educational programs are developed in concert with the appropriate input and participation of the constituencies affected by the policies, conform to commonly accepted practices and policies in higher education, accurately portray the institution’s programs and services, and are disseminated to those benefiting from such practices. These academic policies lead to a teaching and learning environment that enhances the achievement of student outcomes and success.

To advance learning, all coursework taken for academic credit has rigor, substance, and standards connected to established learning outcomes. To protect the integrity of degrees offered, the institution is responsible for the quality of all coursework transcribed as if it were credit earned from the institution” (p. 92).

SACSCOC (2024) Standard 10.6 Section A states, “An institution that offers distance or correspondence education ensures 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” (p. 100).

Policy for Verification of Identity

It is the policy of Lincoln Memorial University (LMU) 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. LMU will ensure this by verifying each student’s identity.

In compliance with the SACSCOC (2020) *Distance Education and Correspondence Courses Policy Statement*, verification of a student’s identity shall be accomplished either by: (a) use of a secure login and password/passcode; (b) proctored examinations; or (c) use of new or other technologies and practices that are effective in verifying student identity in a distance education environment.

Procedure for Verification of Identity

At LMU, 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 passcode along with multi-factor authentication. 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/College faculty and Academic Council.

A link to this policy will be published in the *Undergraduate Catalog*, the *Graduate Catalog*, and on the University [website](#). The policy will be reviewed periodically by the Academic Council.

Approved by Academic Council: 02-23-2012

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

Effective: 03-05-2012

Revised: 04-05-2018

Revised: 01-30-2024

Approved by Academic Council: 02-15-2024

References

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). (2020).

Distance education and correspondence courses policy statement.

<https://sacscoc.org/app/uploads/2019/07/DistanceCorrespondenceEducation.pdf>

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). (2024).

Resource manual for the principles of accreditation: Foundations for quality

enhancement. <https://sacscoc.org/app/uploads/2024/02/2024-POA-Resource-Manual.pdf>