

Lincoln Memorial University

Distance Education Policy and Procedure for Additional Student Charges Related to Verification of Identity

Reference: SACS – Commission on Colleges **Standard 10.6 section (c)**

The Principles of Accreditation: Foundations for Quality Enhancement states, “Effective academic policies related to an institution’s educational programs are development in concert with appropriate input and participation of the constituencies affected by the policies, conform with 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.”

Standard 10.6 states, "An institution that offers distance or correspondence education"

- c. ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity.

Policy

In compliance with Standard 10.6 section (c), it is the policy of Lincoln Memorial University that advance notice will be provided to distance education students of any additional student charges associated with verification of student identity.

Procedure When Additional Student Cost Is Involved

Currently, three options for verification of student identity are available and referenced in LMU's Policy for Verification of Identity. At Lincoln Memorial University, the primary and preferred method for verification of student identity, for distance education purposes, is the use of a secure login and pass code. In addition to being an effective and accepted means of verification of student identity, this option does not require that a student be burdened with any additional charges related to verification of identity.

However, (a) if it becomes necessary to adopt another means to verify that the student who registers in a distance education course or program is the same student who participates in and completes the course or program, and receives credit for it; and (b) if such new verification method involves an additional cost which is to be passed on to the student; then (c) adequate advance notice of the additional cost related to verification of identity will be provided to the student either at the time of registration or enrollment.

Notification methods, at minimum, will include; identifying the additional charges in registration materials published for each semester, including notice of the additional charges in distance education course syllabi, and notifying distance education students by Email.

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