

**Policy Number:** 02-20-050

**Policy Title:** VERIFICATION OF STUDENT IDENTITY

**Effective Date:** June 3, 2013

Page 1 of 3

---

1. **Policy Statement**

This policy provides that all University programs and courses reflect the highest standards for quality and academic integrity regardless of the educational delivery system. Students seeking enrollment in distance education courses will provide appropriate identification to establish their identity for all credit-bearing distance learning courses and programs offered by OHSU, beginning with the application for admission and continuing through to a student's certificate completion, graduation, transfer or withdrawal from study. To be considered for classification as an Oregon Heritage applicant, verification of the criteria met must be submitted with a student application in a complete and timely manner. This policy applies for admission purposes only and does not establish residency for tuition purposes.

OHSU policies and procedures for addressing identity verification of online students is an integral part of its position on academic integrity. Each school defines cheating, plagiarism, and forgery and delineates the consequences of violating those proscribed behaviors. Submitting another student's work or having another individual complete attestations, assignments, assessments, or tests in either online or seated courses is a violation of the professional and ethical behavior defined by the schools.

All credit-bearing courses and programs offered through electronically-enhanced 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. The following methods will be used for the ongoing verification of student identity:

- An OHSU email account with secure login and password will be issued to all students and used as the primary communication method between the student and OHSU faculty and staff;
- An individual secure login and password will be required to access online courses and related resources, discussions, assignments and assessments;
- Courses rely on face-to-face proctored assessments and examinations with trustworthy photo ID according to Policy 02-70-050;
- Course instructors use pedagogical and related practices effective in verifying student identity (question students, review student writing samples, state the academic integrity/academic dishonesty policy within the online learning

environment and discuss in courses, identify parameters for team and group work; report violations).

All methods of verifying student identity in distance learning must protect the privacy of student information. Personally identifiable information collected by the university may be used as the basis for identity verification. This policy will be reviewed annually by the Office of the Provost for continued alignment with the appropriate federal regulations and policies and revised as necessary to reflect changing conditions, such as technology and student profile.

## 2. Definitions

- A. For the purposes of this policy, a **student** is anyone enrolled in an OHSU course (excluding continuing education courses), protected by FERPA, and with a record in BANNER, the university administrative software system for student data record keeping.
- B. An **online course** is defined as one for which the majority of regularly scheduled classroom time is replaced by required activities completed at a distance and managed online.
- C. A **proctored exam** is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process.

## 3. Responsibilities

Deans and program directors are responsible for ensuring that faculty are aware of this policy and comply with its provisions. Deans and directors are also responsible for ensuring that academic awards and degree programs within their units comply with the provisions of this policy.

The Office of the Provost is responsible for developing measures to insure that the online learning environment is secure, ensuring university-wide compliance with the provisions of this policy, and publishing university-wide information on how identity verification processes protect student privacy. The Office of Academic Affairs is also responsible for coordinating and promoting efficient use of university resources and services, and for ensuring that university level processes (e.g., admissions or registration) also remain in compliance with this policy.

The schools are responsible for defining and publishing acceptable professional and ethical behavior, including the definitions of cheating, plagiarism and forgery, and describing consequences for violations of those acceptable behaviors.

All users of the university's learning management systems are responsible for maintaining the security of usernames, passwords and any other access credentials assigned.

Users are responsible for any and all uses of their account. Users are held responsible for knowledge of the information contained within the most recent OHSU Code of Conduct as well as the appropriate student handbooks and course catalogues. Failure to read university/school/program guidelines, requirements and regulations will not exempt users from responsibility.

Faculty teaching courses through distance education methods have the primary responsibility for ensuring that their courses comply with the provisions of this policy. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

**4. Procedures**

N/A

---

**Implementation Date:** May 15, 2013

**Revision History:** June 3, 2013

**Related Policies and Procedures:** Policy 10-01-002, Conflict of Interest and Commitment; Public Law 110-35, Higher Education Opportunity Act; Policy 02-70-050, Online Exam Proctoring; Policy 11-20-010, Acceptable Use of Computing and Telecommunications Resources

**Responsible Office:** Provost, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Supersedes:** CAP Policy 0-03-0513

**Key Words:** Distance education, online courses, proctoring examinations