



VERIFICATION OF STUDENT IDENTITY IN DISTANCE EDUCATION POLICY

PURPOSE

Long Island University operates in compliance with the United States Federal Higher Education Opportunity Act (HEOA); Electronic Code of Federal Regulations 602.17(g), concerning the verification of student identify in distance learning; and, 602.17(h), concerning the protection of student privacy and notification of students to any additional, associated student charges; Family Educational Rights and Privacy Act (FERPA); and, New York state mandates concerning the verification of student identity in distance learning.

STATEMENT OF POLICY

In accordance with federal guidelines, Long Island University requires that any student who is enrolled in a distance education course or program is the same student who participates in the course and receives academic credit.

The HEOA requires that institutions offering distance education or correspondence courses, or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

LIU has a university wide authentication and security measure to ensure that accounts are managed securely across university campuses, including for distance learning.

To verify identity, several processes have been implemented to ensure compliance with the university wide authentication and security measures.

- The Office of Admissions and Office of Enrollment Services requires all admitted students to upload a copy of a federal/state-issued ID that can be validated to verify identity. This validation process is mandatory based on LIU's scholarship and FERPA compliance requirements.
- The Office of Public Safety mandates a similar process to issue physical and digital IDs. After a student uploads a photo, the Office of Public Safety reviews the photo and matches it with the student's federal/digital ID.
- The Office of Information Technology requires students to provide a mobile device number to enroll in a multi-factor authentication process via Duo. This multi-factor authentication method validates identity each time a student accesses any online resource.

Long Island University ensure that all classrooms utilized for distance learning are equipped with video-conferencing technology, including audio and video capability. Visual identification is utilized during participation in online courses in addition to the authentication process for secure, verified log-in.

In addition, the Office of Information Technology provides instructors access to class rosters that includes student photos associated with their name and account. The Blackboard learning management system also provides student photos associated with their account and this is visible in areas of the course including the discussion.

Long Island University utilizes Respondus and ExamSoft for online testing and proctoring, which may alert faculty members of suspected academic dishonesty. Students who are suspected of violating the academic honesty policy may be held accountable through the University's academic honesty policy and Student Code of Conduct.

All verification processes are in place to protect student information under the Family Educational Rights and Privacy Act (FERPA). The privacy of students enrolled at Long Island University is protected under the university's policies regarding student privacy.

POLICY TYPE: OPERATIONS