Operating Policy and Procedure

SON OP 10.067 Distance Education Student Identification Verification Policy

PURPOSE
The purpose of the Distance Education Student Identification Verification Policy is to ensure (1) the student who registers in a distance education course and/or program is the same student who participates in and completes the course or program and receives the credit; (2) student privacy is protected; and (3) students are notified, in writing at the time of registration or enrollment, of any projected additional student charges associated with verification of student identity.

REVIEW
OP 10.067 is reviewed by undergraduate and graduate programmatic councils biennially by October 1 of each even numbered academic year. Recommendations for revision are submitted to the Dean of the School of Nursing for final approval.

POLICY
The United States Federal Higher Education Opportunity Act (HEOA) of August 14, 2008 requires institutions offering distance education courses and/or programs to verify the identity of students enrolled in distance education courses/programs, protect student privacy, and notify students of projected costs for student identity verification. Texas Tech University Health Sciences Center School of Nursing verifies student identity, protects student privacy, and notifies students of the projected charges of student identity verification through implementation of the following procedures:

PROCEDURE

1. Verification of students enrolled and participating in each course for each undergraduate and graduate degree program to receive course credit is determined through a secure login and password/code each time the student accesses the Learning Management System.

2. Student privacy is protected through required use of a secure login and password/code for faculty and staff access to each course in the Learning Management System.

3. Students are notified in writing of the projected charges for verifying student identity at the time of application acceptance and through the School of Nursing Catalog.

See SON OP 60.078 Identity Verification Policy for admissions and orientation identity verification.