Education Support and Student Affairs
Operating Policy and Procedure

SON OP 60.078 – Identity Verification/Authentication Policy

PURPOSE
The purpose of the policy is to verify the identity of individuals who participate in admissions processes as well as academic coursework. The School of Nursing may use a variety of identification verification methods/options at the school level, as well as the institution level.

REVIEW
The OP shall be reviewed by the Associate Academic Dean of Education Support Services and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY/PROCEDURE

1. It is the policy of Texas Tech University Health Sciences Center School of Nursing that applicants to and/or students enrolled in the School of Nursing are required to provide a government issued ID for the following activities:
   a. Check in for an applicant interview;
   b. Check in for new student face to face orientation (Traditional BSN, MSN and DNP); and
   c. Completion of Virtual Orientation (RN BSN and Accelerated)
   d. Access to the Learning Management System Courses, including submission of assignments and sitting exams.

2. Applicants and/or students who cannot provide an acceptable form of identification as described within this policy will not be allowed to complete any of the following:
   a. Interview for a seat in an academic program;
   b. Attend and/or participate in new student orientation activities.

3. Applicants who are unable to interview may reschedule their interview if space is available. New matriculants who are unable to provide verification of their identify will be administratively withdrawn from their academic program within 2 business days if the student is unable to provide the required documentation.

Acceptable Forms of Government-Issued Identification

(1) Driver’s License
(2) State Issued ID Card
(3) Military ID
(4) Passport
(5) Permanent Resident Card

ACCEPTABLE USE

1. Users of institutional resources benefit from regular review and acknowledgement of the TTUHSC Information Technology Operating Policies and Procedures: http://www.ttuhsc.edu/hsc/op.op56/
2. These policies outline operational requirements for successful implementation of a safe, efficient, and productive common computing environment.

Developed: KC 05/17
Approved: Admin Council 8/2017