


June 2020

	<b>Universidad Central del Caribe</b>	Policy #	
		Implementation Date/ Effective Date:	July 1, 2018
		Contact:	Office of the Dean of Academic Affairs
	<b>Student Identity Verification in Distance and Correspondence Education</b>	Date Approved:	
		Last Reviewed/Update:	
		Next Revision:	September 1, 2021
		Approval by:	President

### Rationale

The Universidad Central del Caribe (UCC) must abide by the Higher Education Opportunity Act (HEOA) (Public Law 110-315), and Federal Requirement 34 CFR §602.17(g), which codifies that institutions offering distance or correspondence education must have processes to establish that the identity of a student who registers in such courses is the same of the student who participates in and receives the academic credit.

The 34 CFR 602.17 (g)...

- 1) Requires institutions to verify the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as—
  - i. A secure login and pass code;
  - ii. Proctored examinations; and
  - iii. New or other technologies and practices that are effective in verifying student identity; and
- 2) Makes clear in writing that institutions must use processes that protect student privacy and notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.

The purpose of this policy is to describe the process whereby the UCC verifies the identity of students in distance or correspondence education.

### Policy Statement

All credit-bearing courses and programs offered at the UCC, fully/partially or providing the opportunity that students participate in class or coursework through distance education 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. Accordingly, any online student work, assessments or activities that are graded or that contribute to a student's grade must be submitted via a system that verifies the student's identity.

One or more of the following methods must be used:

- 1) A secure login and password
- 2) Proctored examinations

### 3) New or other technologies and practices

#### **Secure Login and Password**

During the application for admission process, student identity is checked in accordance with standard admissions practices. Upon initial matriculation to any of the UCC programs of study, a network account is created for all credit-seeking students. A letter is mailed to them providing students their username and password. The assigned unique id and password to login to a number of UCC systems. These include the learning management system (Blackboard, Elentra), Microsoft 365 Suite®, and other electronic platforms. The student is instructed to keep this ID/Password personal and confidential. To ensure compliance with FERPA privacy rules and National Institute of Standards and Technology (NIST) cybersecurity recommendations, strict access controls including full encryption are in place for all LMS and other institutional platform access.

All methods of verifying a student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the online catalog or on the “Tuition and Fees” website.

#### **Proctored Examinations**

All exams at the UCC offered are proctored in person in a designated testing room, or online proctored by using a webcam to video/audio monitor and record students taking exams online by UCC designated personnel. The proctor is responsible for verifying the identity of the student taking the exam and reporting the information to the course director.

#### **Applicability**

This policy applies to all academic programs offered by the UCC.

#### **Responsibility for implementation**

The final responsibility for the establishment, maintenance, and enforcement of the student identity verification practices rest in the Dean of Academic Affairs, Dean of Admissions and Student Affairs, Dean of Medicine, Dean of Health Sciences and Technologies, and the Associate/Assistant Deans.

The university fully supports this policy and will make every effort to ensure institutional commitment and compliance.

#### **Dissemination of Policy**

This Policy is a public university document. To facilitate the dissemination and communication of the policy, copies will also be available in the following places.

- Each program of study Student Handbook
- The University Catalog
- The Office of Academic Affairs
- The Office of Student Affairs

## **Definitions**

### 34 CFR 602.3: Definitions of Distance and Correspondence Education

#### **Correspondence Education:**

- (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.
- (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) Correspondence courses are typically self-paced.
- (4) Correspondence education is not distance education.

#### **Distance Education**

Education that uses one or more of the technologies listed in items (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include—

- 1) The internet;
- 2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- 3) Audio conferencing; or
- 4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in (1) through (3) of this definition.

#### **Procedures**

A procedure related to the implementation of this policy is currently being developed.

#### **Appendices**

There are no appendices relevant to this policy.

**Applicable accreditation standards**

1. Middle States Commission on Higher Education (MSCHE), Verification of Compliance with Accreditation-Relevant Federal Regulations, 2017
2. Council on Chiropractic Education (CCE), Standard 11: Distance or Correspondence Education  
CCE Accreditation Standards Principles, Processes & Requirements for Accreditation. January 2018

**Authority**

Office of the Dean of Academic Affairs

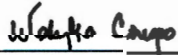


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Dean of Academic Affairs

6/24/2020

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Date

Approved by:



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Waleska Crespo, DrPH  
President

6/24/2020

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Date