



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

**Policy Title:** VERIFICATION OF STUDENT IDENTITY

**Effective Date:** August 18, 2020

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1. **Generally**

This policy provides that all OHSU academic programs and courses reflect the highest standards for quality and academic integrity regardless of the educational delivery system. Students seeking enrollment in OHSU academic programs and courses offered fully or partially through Distance Education will provide appropriate identification to establish their identity. The Student obligation to provide appropriate identification to establish their identity begins with the application for admission and continues through to degree or certificate completion, transfer to a different university, or withdrawal from the academic program or course offered fully or partially through Distance Education.

All academic programs and courses offered fully or partially through Distance Education must verify that the Student who registers for a Distance Education course is the same Student who participates in and completes the course and receives academic credit.

Acceptable methods used for the ongoing verification of Student identity include but are not limited to:

- Issuance of an OHSU approved institutional email account with secure login and password to all Students. OHSU email is used as the primary communication method between the Student and OHSU faculty and staff;
- Use of an individual secure login and password to access academic programs and courses offered through Distance Education, as well as related resources, discussions, assignments and assessments;
- Use of photo ID for face-to-face proctored assessments and examinations with trustworthy photo ID according to Policy 02-70-050, Exam Proctoring;
- Use of pedagogical and related practices by faculty that are effective in verifying Student identity (e.g., question Students, review Student writing samples, state the academic integrity/academic dishonesty policy within the distance learning environment and discuss in courses, identify parameters for team and group work, report violations).

All methods of verifying Student identity in Distance Education must protect the privacy of Student information. Personally identifiable information collected by OHSU may be used as the basis for identity verification. This policy will be continuously monitored by the Office

of the Provost for 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. **Student.** For the purposes of this policy, a **student** is an individual enrolled in an OHSU academic course (excluding continuing education courses).
- B. **Distance Education.** Education that uses one or more types of technology to deliver instruction to Students, who are separated from faculty and to support regular and substantive interaction between the Students and faculty, either synchronously or asynchronously.

## 3. Responsibilities

### A. School or College

The dean for each school or college is responsible for ensuring that program directors and faculty are aware of this policy and comply with its provisions.

Each school or college is 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.

### B. Faculty

Faculty teaching courses through Distance Education methods have the primary responsibility for ensuring 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.

### C. Office of the Provost

The Office of the Provost is responsible for developing measures to ensure that the Distance Education 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 the Provost is also responsible for coordinating and promoting efficient use of OHSU resources and services, and for ensuring that university level processes (e.g., admissions or registration) remain in compliance with this policy.

### D. Learning Management System Users

All users of the OHSU 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, OHSU Information Privacy and Security policies, as well as the appropriate Student handbooks and course catalogues. Failure to read OHSU/school or college/program guidelines, requirements and regulations will not exempt users from responsibility.

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**Implementation Date:** May 15, 2013

**Revision History:** June 3, 2013; August 18, 2020

**Related Policies and Procedures:** [Policy 10-01-002, Conflict of Interest and Commitment](#); [Policy 02-70-050, Exam Proctoring](#); [Policy 11-20-010, Acceptable Use of Computing and Telecommunications Resources](#); [ISD 700-00001 Information Security](#); [ISD-700-00003 User Authentication](#); [ISD-700-00004 Password Standards](#); Public Law 110-35, Higher Education Opportunity Act

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

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

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