

Student Identity Verification in Online Learning

Anna Maria College is in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in online education.

The HEOA requires that institutions offering online education 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; or
- New or other technologies and practices that are effective in verifying student identification.

Student ID and Password

All students registered for Anna Maria College online courses have a secure user ID and password assigned to them by the College using a FERPA-compliant procedure. Students may change their password at any time but are automatically prompted to do so (see Password Policy at <https://www.annamaria.edu/student-life/services/its>). Access to online courses is controlled by the use of the secure User ID and password.

Learning Management System (LMS)

Anna Maria College uses Moodle as its Learning Management System. A unique User ID and password are assigned to students and is used to verify that a student who registers for an online course or program is the same student who participates in and completes the course or program. All users of the Moodle system are responsible for maintaining the security of their IDs and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is a violation of the College's Acceptable Use Policy (<https://www.annamaria.edu/student-handbook/important-college-policies#computer-use-policy>).

Moodle contains several features that facilitate identity verification. Anna Maria College's online course enrollments are limited to 20 students. Because of the small class size, faculty get to know the individual voices of each student through frequent writing assignments and discussions (utilizing audio, video, or written posts).

Students are responsible for providing complete and true information in any identity verification process.

Protection of Student Privacy

Family Education Rights and Privacy Act (FERPA)

The privacy of students who enroll in online courses at Anna Maria College is protected under the Federal government's FERPA rules.

Student Record Access

Employee access to student records and information in the Empower Student Information System is restricted following Anna Maria College's Information Security Plan

(https://www.annamaria.edu/images/documents/Information_Security_Plan_2016.pdf). Employees are granted access to student records in Empower based on job function. Access is authorized by the Registrar's Office and the Chief Information Officer, including approval by the respective supervisor or senior administrator.

Charges Associated with Student Identity Verification

Anna Maria College does not charge a fee for student identity verification.

Unit Responsible for Student Identity Verification

Information Technology Services oversees password assignments and changes as noted in the Password Policy (<https://www.annamaria.edu/student-life/services/its>).

The Office of the Registrar is responsible for the consistent application of student identity verification procedures in accordance with the Federal government's FERPA rules.

Academic deans are expected to ensure that faculty within their Schools remain in compliance. Instructors teaching courses through online education methods are responsible to ensure that their individual courses comply.

If necessary, the Vice President for Academic Affairs may address non-compliance through performance reviews or other measures as appropriate.

1 As noted in the Computer Use Policy: <https://www.annamaria.edu/student-handbook/important-college-policies#computer-use-policy>