	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-AC-08.3	Title: Student Identity Verification Policy	
	Rev # : 03	Approved By: Chief Executive Officer (CEO)	Date : 09 Oct 2017

**1. Purpose**

1.1 This policy applies to all credit-bearing distance education courses or programs offered by the University of Pasadena, beginning with the application for admission and continuing through to a student’s graduation, transfer, or withdrawal from study.

**2. Scope**

2.2 The importance of this policy is to ensure that University operates in compliance with the provisions concerning the verification of student identity in distance education.

**3. Definitions**

3.1 Distance Education/Online Course: A method of education or a single course that relies on the internet for part or all communication, collaboration, participation, and assignment submission.


**4. Responsibility**

4.1 The Chief Academic Officer is responsible for the effective implementation of the policy.

**5. Procedure/Process**

5.1 Student identity verification

- 5.1.1 The student identity verification ensure that processes are in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit.
- 5.1.2 The university uses a secure login and pass code and proctored examinations system.
- 5.1.3 Personally identifiable information collected by the university may be used as the basis for identity verification. This information may include a combination of the following:
  - Student ID number
  - Student Driver’s License or passport
  - Student Birth Certificate
  - Last 4 digits of the student’s Social Security Number

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- At least 2 other pieces of information such as the student’s email address on file, date of birth, address, or user name

**5.2 Identity verification process**

**5.2.1 Student:**

- Each student at UPAS is assigned a unique username and password to log into the university learning management system.
- Students are responsible for providing their complete and true identity information in any identification verification process.
- All users of the university systems are responsible for maintaining the security of usernames, passwords, and other access credentials as required.
- An account is given to an individual for the exclusive use by that individual.
- Attempting to discover another user’s password or attempts to gain unauthorized access to another person’s files or mail is prohibited.

**5.2.2 Faculty:**

- Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the university identity verification policy.
- As technology and personal accountability are not absolute in determining a student’s identity, faculty members are encouraged to design courses that use assignments and evaluations that support academic integrity.

**5.2.3 Information Technology**

- Learning management system is responsible for having an up-to-date LMS, Network Security, robust Password Management protocols, and stringent IT Help Desk procedures.
- They are also responsible for providing instruction and support to Faculty

**6. Review**

The University of Pasadena will review its student identification and verification policy every year.