




| | | | |
|---|---|---|--------------------|
|  | UNIVERSITY OF PASADENA (UPAS) Operational Procedures | | |
| | Doc # :PO-AC-08.3 | Title: Student Identity Verification Policy | |
| | Rev # : 05 | Approved By: Chief Executive Officer (CEO) | Date : 07 Oct 2019 |

| REVISION HISTORY | | | |
|------------------|--|-------------------------------|----------------|
| Rev No | Description of change | Author | Effective Date |
| 1 | New Procedure | Chief Academic Officer (CAO) | 12 Oct 2015 |
| 2 | No change | Chief Academic Officer (CAO) | 10 Oct 2016 |
| 3 | No change | Chief Academic Officer (CAO) | 09 Oct 2017 |
| 4 | No change | Chief Academic Officer (CAO) | 08 Oct 2018 |
| 5 | Proctored exams – The proctor will check the student’s government photo identification as part of student identity verification process before proceeding with online examination. | Chief Academic Officer (CAO) | 07 Oct 2019 |

| | | | |
|---|---|---|--------------------|
|  | UNIVERSITY OF PASADENA (UPAS) Operational Procedures | | |
| | Doc # :PO-AC-08.3 | Title: Student Identity Verification Policy | |
| | Rev # : 05 | Approved By: Chief Executive Officer (CEO) | Date : 07 Oct 2019 |

| | | |
|---|---|--|
|  | UNIVERSITY OF PASADENA (UPAS) Operational Procedures | |
| | Doc # :PO-AC-08.3 | Title: Student Identity Verification Policy |
| | Rev # : 05 | Approved By: Chief Executive Officer (CEO) Date : 07 Oct 2019 |

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

| | | |
|---|---|--|
|  | UNIVERSITY OF PASADENA (UPAS) Operational Procedures | |
| | Doc # :PO-AC-08.3 | Title: Student Identity Verification Policy |
| | Rev # : 05 | Approved By: Chief Executive Officer (CEO) Date : 07 Oct 2019 |

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.
- Proctored exams – The proctor will check the student’s government photo identification as part of student identity verification process before proceeding with online examination.

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.