Distance Education Policy and Procedure for Additional Student Charges

Related to Verification of Identity

The SACSCOC (2024) *Resource Manual for The Principles of Accreditation: Foundations for Quality Enhancement* states, "Effective academic policies related to an institution's educational programs are developed in concert with the appropriate input and participation of the constituencies affected by the policies, conform to commonly accepted practices and policies in higher education, accurately portray the institution's programs and services, and are disseminated to those benefiting from such practices. These academic policies lead to a teaching and learning environment that enhances the achievement of student outcomes and success.

To advance learning, all coursework taken for academic credit has rigor, substance, and standards connected to established learning outcomes. To protect the integrity of degrees offered, the institution is responsible for the quality of all coursework transcripted as if it were credit earned from the institution" (p. 92).

SACSCOC (2024) Standard 10.6 Section C states, "An institution that offers distance or correspondence education ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity" (p. 100).

Policy

In compliance with SACSCOC Standard 10.6 Section C, it is the policy of Lincoln Memorial University (LMU) that advance notice will be provided to distance education students of any additional student charges associated with verification of student identity.

Procedures When Additional Student Cost Is Involved

Currently, three options for verification of student identity are available and referenced in LMU's Distance Education Policy and Procedure for Verification of Identity. At LMU, the primary and preferred method for verification of a student's identity for distance education purposes is the use of a secure login and passcode with multi-factor authentication. In addition to being an effective and accepted means of verification of student identity, this option does not require that a student be burdened with any additional charges related to verification of identity.

However, (a) if it becomes necessary to adopt another means to verify that the student who registers in a distance education course or program is the same student who participates in and completes the course or program, and receives credit for it; and (b) if such new verification method involves an additional cost which is to be passed on to the student; then (c) adequate

advance notice (including, but not limited to, at the time of registration or enrollment) of the additional cost related to verification of identity will be provided to the student.

Notification methods, at minimum, will include: identifying the additional charges in registration materials published for each semester, including notice of the additional charges in distance education course syllabi, and notifying distance education students by email.

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References

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). (2024). *Resource manual for the principles of accreditation: Foundations for quality enhancement*. https://sacscoc.org/app/uploads/2024/02/2024-POA-Resource-Manual.pdf