

Lincoln Memorial University

Distance Education Policy and Procedure for Verification of Identity

Reference: SACS- Commission on Colleges **Standard 10.6 section (a)**

The Principles of Accreditation: Foundations for Quality Enhancement states, “Effective academic policies related to an institution’s educational programs are development in concert with appropriate input and participation of the constituencies affected by the policies, conform with 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 transcribed as if it were credit earned from the institution.”

Standard 10.6 states, "An institution that offers distance or correspondence education"

- a. ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit

Policy for Verification of Identity

It is the policy of Lincoln Memorial University to ensure that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives credit. Lincoln Memorial University will ensure this by verifying each student’s identity.

In compliance with Standard 10.6 section (a), verification of a student’s identity shall be accomplished either by: (a) use of a secure login and pass code; (b) proctored examinations; or (c) use of new or other technologies and/or best practices that are commonly and widely accepted within higher education as being effective in verifying student identity in a distance education environment.

Procedure for Verification of Identity

At Lincoln Memorial University the primary and preferred method of verification of a student's identity for distance education purposes shall be option (a) of the policy, use of a secure login and pass code. Options (b) proctored examinations and/or (c) new technologies, may be used to verify the identity of a student when approved through appropriate university approval processes; to include, vote by Department and Academic School faculty and Academic Council.

The method(s) for verification of a student's identity for each distance education course will be included in each course syllabus. Course syllabi will be distributed to enrolled students prior to, or during, the first class session in which the student participates. All distance education course syllabi must be reviewed by the Dean of the Academic School from which the course originates prior to distribution to students. The Academic School Dean's review of course syllabi must ensure that each distance education course syllabus contains the method of verification of student identity.

Approved by Academic Council: 02-23-2012

Approved by President and President's Cabinet: 03-05-2012

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