

Policies and/or procedures used to ensure student identity verification in distance or correspondence education courses.

Student Identity Verification in Distance Education

The Admissions Office is the first responsible for confirming student identity during the admissions process. The Admissions process requires identification confirmation via the collection of a government issued ID. The required documents are explicitly mentioned in the admission requirements. After a student is enrolled, they receive an EIC email and password. This serves as their log in identity into Canvas, the learning management system used for their online learning. During student orientation for on-campus students, students receive a student ID based on a photo they submit of themselves (compared against their government issued ID).

Student identity is verified through the students email and password. EIC uses Google as their email provider and students are required to have a twelve-character minimum length password. Students are also required to set up two factor authentication that prompts them for additional security measures should they sign in from an unknown device or location. Canvas is configured as a single sign on with Google which not only allows students to only must remember one password but streamlines the user identification process (we know that the student with the EIC email is the same one with that account in Canvas). Instructors communicate with students either through Canvas or their EIC email. Students are expected to submit their work through Canvas and reach out to instructors or administrators using their EIC email account. All interactions of assessed work are collected via Canvas which requires user ID, password and two factor authentication confirmation.

In addition to the technical means of verifying student identity, the online courses employ activities and requirements that necessitate student-faculty interactions. Students introduce themselves, participate in weekly discussions and weekly postings, respond to fellow students' and instructor's posts, virtual group work, and video conferencing through Google Meet. Synchronous classes utilize Google classroom and attendance is checked more than once during the lecture sessions and students are required to show themselves on video during the attendance rollcall.