The School of Theological Studies at Saint Charles Borromeo Seminary
Policy for Verification of Student Identity Verification in Distance/Online Learning

Purpose and Scope:

I. SCOPE

This policy applies to all credit-bearing distance learning courses as well as any non-credit bearing distance learning modules and programs offered by The School of Theological Studies at Saint Charles Borromeo Seminary, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

II. POLICY STATEMENT

All credit-bearing distance learning courses as well as any non-credit bearing distance learning modules and programs offered through distance learning methods must verify that the student who registers for a distance education course or non-credit module is the same student who participates in and completes the course or program and receives academic credit or a credential. Another person may not stand in for the registered student. One or more of the following methods must be used in accessing the student account:

A. A secure login and password

Each student is assigned a unique student id and password to login into the online/distance learning course for credit or non-credit module systems.

B. Any educational activities that may require face-to-face interaction by faculty will be noted ahead of time if they are necessary or required.

C. New or emerging technologies and practices that are effective in verifying student identification will be used to assure a student's protection from another person using their account.

All methods of verifying student identity in distance learning must protect the privacy of student information.

III. RESPONSIBILITIES

All users of the College's learning management systems are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned as per the Policy on Electronic Communication and Internet Access and the Family Educational Rights and Privacy Act. Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reason. Users are responsible for any and all uses of their account.

Students are responsible for providing complete and true information about themselves in any identity verification process.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that their individual courses comply with the provisions of this policy.

The Dean, The Director, Department Chairs, Program Directors are responsible for ensuring that faculty are aware of this policy and comply with its provisions.

The Vice President of Information Services is responsible for ensuring College-wide compliance with the provisions of this policy and that Deans and Directors and faculty are informed of any changes.