

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3152

TITLE: VERIFICATION OF STUDENT IDENTITY IN DISTANCE EDUCATION AND ELECTRONIC COURSES

BASED ON POLICY: 3.15 ADMISSION TO B.A.S., A.A., A.S., A.A.S., CERTIFICATE, OR SPECIAL COURSES/PROGRAM

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES/STUDENT SERVICES

I. Purpose:

To establish a process for verifying the identity of all students enrolling in distance education and electronic courses. This procedure's scope applies to all credit-bearing distance learning and electronic courses and programs offered by South Florida State College (SFSC) and begins with the application for admission and continues through to a student's graduation, transfer, or withdrawal.

II. Procedure:

- A. All credit-bearing courses and programs offered through distance learning and online methods must verify that the student who registers for a distance education, electronic, or hybrid course or program is the same student who participates in and completes the course or program and receives academic credit.
- B. The verification of a student's identity begins at the time of the application and admission process. Students are responsible for providing their complete and true identity information in any identity verification process. The student's identity will be vetted in accordance with standard college and university practice:
 1. Official student transcripts (high school and post-secondary) will be matched to the College application.
 2. The student must present a valid government issued ID and supporting documentation if the information presented on the application does not match the official transcript. A valid government issued ID and the Driver and Vehicle Information Database (DAVID) will be used to verify the student's name, birthdate, and social security number (if applicable).
 3. Upon matriculation, every student will be assigned a unique student identification number (GID) and login credentials for the College portal, Panther Central. Access to Panther Central permits student use of the learning management system (Brightspace) and various other online

services to include email, grades, library resources, registration, financial aid resources, Degree Works, and the National Student Clearinghouse.

4. Students will be instructed to keep their Panther Central login credentials confidential. This information may not be shared or given to anyone other than the person to whom they were assigned.
5. Students are responsible for maintaining the security of their login credentials and are responsible for their account's use and activity. Students are not permitted to provide anyone their credentials or allow others to use their account.
6. All methods used to verify student identity must protect students' privacy under the Family Educational Rights and Privacy Act (FERPA). The privacy of all students is additionally protected under the College's policies and procedures regarding student privacy.

C. Proctoring distance education class examinations

1. SFSC faculty teaching distance learning and electronic courses may elect to employ one or more proctored exams. A proctored exam is where an approved individual verifies the student's identity and monitors them during the testing period.
2. The SFSC Testing Center is charged with coordinating proctored exams for all students taking distance education classes to ensure all proctoring activities are performed in conjunction with the faculty member and as detailed in their course syllabus.
3. The Testing Center will offer both on- and off-campus proctor testing options. Students enrolled in distance learning and electronic courses may request to have the test proctored at the closest certified test proctoring facility. For off-campus testing, two methods may be used:
 - a. Honorlock is an online system intended to confirm the student's identity and electronically monitor for any unusual test behavior. If detected, the faculty member is contacted so they can review the suspicious activity.
 - b. SFSC uses the Zoom video conferencing technology to deliver instruction. This technology also provides visual identification of a student. Faculty and Testing Center staff may only proctor via their assigned SFSC Zoom conferencing account. Personal Zoom accounts or other conferencing software may not be used.

HISTORY: Adopted: 12/8/20

Adopted: 12/8/20

Reviewed:

Revised: