

Arkansas Baptist College Student Identity Verification Policy for Distance Education

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEA) of 2008 (Public Law 110-315) and 34 CFR § 602.17(g), regarding the verification of student identity in distance education, Arkansas Baptist College has established procedures to ensure that the individual who applies for admission, enrolls in courses, participates in online learning activities, and completes coursework is the same individual who receives academic credit.

This policy applies to all credit-bearing distance education courses and programs offered by Arkansas Baptist College, beginning with the application for admission and continuing through a student's graduation, transfer, or withdrawal from the College. The purpose of this policy is to ensure that Arkansas Baptist College operates in full compliance with federal regulations concerning student identity verification in distance education.

The HEA requires institutions offering distance education to implement processes that verify that the student who registers for a course is the same student who participates in and completes the course and receives credit. To meet these requirements, Arkansas Baptist College employs one or more of the following methods:

- Secure login credentials (username and password)
- Proctored examinations
- New or emerging technologies and practices that effectively verify student identity

SECTION 1: Compliance

Arkansas Baptist College provides each student with secure login credentials to access institutional systems, including the College's learning management system (LMS). Upon admission, students are issued a unique student identification number, an official College email address, and an initial password.

Students are responsible for providing accurate and complete identity information during the admissions and verification processes. Sharing login credentials or allowing another individual to access one's account is strictly prohibited and constitutes a violation of the College's Acceptable Use Policy.

The College's LMS integrates with institutional authentication systems to ensure secure access to courses and student records. All users are responsible for maintaining the confidentiality of

their login credentials. Unauthorized access attempts, including attempting to obtain another user's credentials or accessing restricted information, are prohibited.

Personally identifiable information collected by the College may be used, at the institution's discretion, for identity verification purposes. For example, students requesting password resets may be required to provide multiple forms of identification or present a government-issued photo ID in person.

The Office of Academic Affairs is responsible for overseeing compliance with this policy and ensuring that academic leadership is informed of any updates. The Office of Enrollment Management and Student Affairs is responsible for maintaining compliance in admissions, registration, and related student services.

SECTION 2: Responsibilities

All users of Arkansas Baptist College's systems are responsible for maintaining the security of their usernames, passwords, and other access credentials. Accounts are assigned to individuals for their exclusive use and must not be shared under any circumstances.

Users are accountable for all activity conducted under their accounts and are expected to update passwords periodically to maintain security. Familiarity with and adherence to policies outlined in the College Catalog and Student Handbook are required. Failure to review these materials does not exempt users from compliance.

Faculty members play a critical role in maintaining academic integrity in distance education. They are expected to design courses and assessments that promote authenticity in student work. Indicators such as sudden changes in academic performance, writing style, or participation patterns may signal potential integrity concerns.

Faculty must also communicate with the Office of the Provost regarding any new technologies used for identity verification to ensure proper coordination and compliance with student privacy standards.

Deans, department chairs, and program directors are responsible for ensuring that faculty members understand and adhere to this policy and that all academic programs comply with its provisions.

At present, Arkansas Baptist College does not charge additional fees for student identity verification. Should such fees be implemented, they will be clearly disclosed in the College catalog or tuition and fees schedule prior to registration.

Arkansas Baptist College complies fully with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. Personally identifiable student information will not be disclosed without consent, except as permitted by law.