



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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Office of the President
PPM-003-2013 (CIO)

JAN 15 2013

SUBJECT: Verification of Student Identity in Distance Learning

Purpose: The purpose of this policy is to ensure that the Uniformed Services University of the Health Sciences (USUHS) operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act IN 2008 (HEOA 2008), Public Law 110-315 concerning the verification of student identity in distance learning.

Applicability: This President's Policy Memorandum (PPM) applies to USUHS Schools and Colleges that offer distance learning graduate and professional courses. These entities include the School of Medicine (SOM) medical program, the Graduate School of Nursing (GSN) graduate program, and the Postgraduate Dental College (PDC) dental program.

Scope: All credit-bearing courses and programs offered through distance learning methods must verify 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 academic credit.

Procedures: The USU meets this requirement through careful, systematic and ongoing methods beginning when a student applies for admission and continues through his/her graduation, transfer, or withdrawal from study. Procedures related to student identity verification include, but are not limited to: our registration, advising and transcript procedures, and our course management system login and account security functions. The office of primary responsibility is the Chief Information Officer.

1. New or returning students receive unique login credentials for initial access to Sakai, our secure course management system. At first login, students are asked to reset their password to one which is entirely confidential. Data transmission of login information is secured using appropriate encryption technology. Personally identifiable information collected by the university may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting password reset may be asked to provide two or more pieces of information for comparison with data in our records.

2. An additional layer of student verification and security is maintained through the Common Access Card (CAC). The Department of Defense was among the first government agencies to use this card which provides the most reliable and secure form of identification possible. Most students must logon to government computers using their common access cards and their CAC certificates are registered on the USU Active Directory when they in-process. At this time USU Single-Sign-On (SSO) usernames and passwords are also established which gives students access to mail, Sakai and

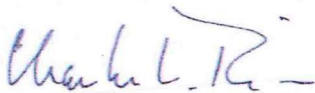
other programs and services. Students are responsible for maintaining the security of usernames, passwords and any other access credentials assigned, and for providing complete and true information about themselves in any identity verification process.

3. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, USU faculty designs courses that employ assignments and evaluations unique to the course and that support academic integrity. Additionally, many USU courses use the blended model to interact with students by requiring a period of face-to-face instruction in the classroom.

4. Finally, students are briefed on academic integrity at the beginning of every course and are required to sign a document verifying understanding of what constitutes academic integrity. Sanctions for violating the academic integrity standards may result in severe consequences to include denial or revocation of degrees or diplomas, loss of security clearances, and student termination.

5. Students are not charged additional fees to cover the cost of identity verification.

Effective Date: This PPM is effective immediately.



Charles L. Rice, MD
President