

## Student Identity Verification Policy and Procedures

### Legal Basis for Identity Verification

Based on the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, and in compliance with DETC standards, ACOT has processes in place through which we establish that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit.

ACOT meets this requirement. We --

- (1) Verify the identity of a student who participates in class or coursework by using at least one of the following options in all Distance Education courses or programs --
  - (i) A secure login and pass code  
Every enrolled student will be given a secure login and password, which will change annually.
  - (ii) Attendance Codes  
Enrolled students have to enter attendance codes which are announced during live lectures.
  - (iii) Proctored Examinations  
Students in the degree programs at ACOT are required to take six weekly tests during every course and seven proctored exams during a program of study. Students in the diploma programs must take three proctored exams online. A qualified proctor, which must be approved by ACOT, has to verify the identity of the student taking the exam.
  - (iv) Copy of Driver license and Personal Photo are kept on file at the school, the personal photo and the drivers license are compared by the registrar to verify the identity of the student, before issuing the student a Photo Student ID.
  - (v) Implement new or other technologies and practices that are effective in verifying student identification in accordance with federal and state regulations; and
- (2) Make every possible attempt to protect student privacy

ACOT will dismiss any student who has falsified any ACOT documentation. The dismissal will be immediate, and the incident will be reported to the Office of the Inspector General of the U.S. Department of Education. Following is the ACOT Policy on Fraud.

ACOT will report any student, employee, or other individual who has misrepresented information or altered documentation in order to fraudulently obtain federal funds. ACOT will file the report with the Office of Inspector General of the United States at the following address:

Office of the Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 202302-1500

E-mail: [orig.hotline@ed.gov](mailto:orig.hotline@ed.gov)

### **How identity is verified:**

Verifying the identity of students in our courses and programs is a significant, multifaceted, and ongoing process. Identity verification begins when a student applies for admission to the college 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 security functions wherein we create a unique username and password for each individual student. This unique set of login credentials consists of data which the student is likely to know, and which others are unlikely to know. The student is forced to use these credentials to access our course management system and reset their password to one which is entirely confidential. Data transmission of login information is secured using appropriate encryption technology.

### **Privacy of personally identifiable information:**

Personally identifiable information collected by the college may be used, at the discretion of the college, as the basis for identity verification. For instance, a student requesting that their learning system password be reset may be asked to provide two or more pieces of information for comparison with data in our records, such as his/her date of birth and the last six digits of his/her Social Security Number, or other similar information as determined by college staff members in the performance of their duties. However, with the exception of established "Directory Information," no such data will be disclosed without the consent of the student. Please see the College Catalog, Privacy Policy, for more information.

The student is responsible for maintaining current contact information such as email address(es) and phone number(s) in the student account because the email address or phone number along with the student ID are used as primary means of identification for communication purposes.

The student is responsible for safeguarding email account login information and student password. ACOT shall not be responsible for the misuse of password by any person.