



Policy Title: POLICY ON STUDENT VERIFICATION FOR DISTANCE EDUCATION

Policy Statement: SIPI established a Policy on Student Verification for Distance Education to ensure that a student who registers in a distance education course is the same student who participates in and completes the program and receives academic credit for the course.

Purpose: To ensure that a student who registers in a distance education course is the same student who participates in and completes the program and receives academic credit for the course.

Definitions:

Learning Management Systems Administrator – Staff member that verifies a student's identity before the student is given log-in access to online courses.

STARS – SIPI's student information system.

Procedures:

Access to Online Courses

Students do not have access to online courses until the SIPI's Learning Management Systems Administrator verifies that the individual is registered in STARS, the College's student information system. Only the Learning Management Systems Administrator can create Log-In IDs. In distance education courses delivered through video-conferencing, the instructor takes attendance for every class meeting.

Identity Verification

When a student is admitted to the College and registers for credit courses, basic personal information is obtained and a unique college ID number is assigned and a student is issued a student identification card with their photograph, this information is entered into STARS and can be accessed if there is a question as to whether or not a student is completing the requirements for the online courses in which they are enrolled.

Student Responsibility

An Academic Integrity in Distance Education Courses Statement is posted on the SIPI Website (see http://www.sipi.edu/acadprog/progstudy/extcoll/docs/04academic_integrity.pdf). The

Student Handbook which is given to all students also specifically prohibits all forms of cheating, plagiarism, and academic dishonesty. All students are responsible for adhering to policies and may be disciplined for violations. Failure to read and comply with the College guidelines, requirements and regulations does not exempt user from responsibility to adhere to College policies and procedures.

Forms/Documents:

Distance Education Courses Statement

Responsible Offices:

Vice-President for Academic Programs

Distance Education Office

Related Policies:

Not Applicable

Policy History:

Not Applicable

Approval: January 31, 2011