

COLLEGE OF MENOMINEE NATION
Non-Academic Policy

Policy Title: Student Verification		Policy ID (TBD)
Prepared By:	Name and Title	Date Prepared
Ann Walenski, Tessa James, and Norman Shawanokasic	Ann Walenski, Institutional Design Tessa James, Dean of Student Success Norman Shawanokasic, Retention Director	10/26/2022 1/13/2023
Approved By		Date Approved
	Deans & Directors Council	1/17/2023
	President Signature	
		2/1/2023
	Standing Board Committee	
	BOD Chair Signature	
Effective Date		
Next Review Date		

Policy Statement:

This policy is to establish student verification identity to determine that a student enrolled in distance education courses (Webex) is the same student that will participate in, complete, and receive credit for the course.

Purpose:

The purpose of this policy is to describe the process whereby the College of Menominee Nation (CMN) verifies the identity of students in distance learning courses. The College does not administer fees associated with student identity verification. CMN must abide by the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, that requires the verification of student identity in online or hybrid education.

The Higher Learning Commission (HLC) publication- Verification of Compliance with Accreditation-Policy Title: Institutional Practices for Verification of Student Identity and Protection of Student Privacy Number: FDCR.A.10.050 states the “review an institution’s student identity verification protocols when an institution requests permission to add programs in distance delivery and correspondence as well as during a comprehensive evaluation that includes a Federal Compliance Review. HLC will also require that institutions submit information about student identity verification protocols on HLC’s Institutional Update.” HLC will review all institutions’ procedures and processes for ensuring the protection of student privacy during all comprehensive evaluations within the context of the Criteria for Accreditation.

Examples of acceptable evidence of compliance include:

- Policy on student identity verification for distance and correspondence education
- Policy/procedure on protection of student privacy (FERPA), including password verification
- Notifications to students regarding fees associated with identity verification

Scope:

This policy applies to all credit-bearing online or hybrid education courses and programs offered by CMN.

Responsibility:

The College of Menominee Nation's staff and faculty work directly with students.

Definitions:

Webex

Video conferencing technology provided by cisco. Used in CMN classrooms with audio/video hardware to connect classrooms across campuses and remote learners off-campus into a single virtual classroom.

Related Policies Title(s)