

DUTCHESS COMMUNITY COLLEGE

POLICY ON ONLINE STUDENT VERIFICATION

The United States Federal Higher Education Opportunity Act, Public Law 110-315, requires colleges to establish policies to ensure that a student who registers in an online course is the same student who participates in and completes the program and receives academic credit for the course. When Dutchess Community College students enroll in an online course, their participation in the course is restricted to using the College's website portal, which requires a secure login and password to enter. In addition, many Dutchess Community College online courses require students to take final examinations in a proctored environment.

Identify Verification

When a student is admitted to the College or registers for credit courses, basic personal information is obtained and a unique college ID number is assigned. Students are also given user names and passwords to access the College's website portal. Login information is secured using standard encryption technology. Students are provided instructions regarding how to maintain the security of their passwords.

Personal identifiable information collected by the College when students are admitted or register for courses is used as a basis for identify verification if there is a question as to whether or not students are completing the requirements for the online courses in which they are enrolled.

Student Responsibility

The student Code of Conduct contained in the *Dutchess Community College Student Rights and Responsibilities Handbook*, which is included on the College's website and given to all students, specifically prohibits all forms of cheating, plagiarism, and academic dishonesty. The Handbook contains a policy describing the misuse of college computer resources and specifically states that students are responsible for maintaining the security of their user names, passwords, and any other access credentials assigned to them. All students are responsible for adhering to the Code of Conduct and may be disciplined for violations. Failure to read and comply with College guidelines, requirements, and regulations does not exempt users from responsibility to adhere to College policies and procedures.

This policy is available to the public on the College's website under "Academics."