



POLICY STATEMENT

NO. 7.08.00

COORDINATED BY: Office of Strategic Initiatives

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SUBJECT: VERIFICATION OF STUDENT IDENTITY IN DISTANCE EDUCATION

I. PURPOSE

To be in compliance with the Higher Education Opportunity Act requiring that institutions offering distance education verify that the student who enrolls in the course or program is the same student who participates in and completes the course or program and receives academic credit.

Specifically, the Higher Education Opportunity Act requires that all credit-bearing courses offered through distance education verify student identification in one of three ways (or a combination of the three):

1. An individual secure login and password
2. Proctored examinations
3. Other technologies or practices that are effective in verifying student identification

II. DEFINITIONS

Distance Education: A course offered via a Learning Management System (LMS) that does not have a face-to-face component (see LSUS Policy Statement 7.07.00).

III. OPERATING PROCEDURES

Secure login and password

All LSU Shreveport students are assigned a unique username and password upon application to LSUS. This username and password is used in accessing the student information portal (myLSUS) and the LMS. If a student cannot remember their password, they can complete the password reset process

through security questions or call the Information Technology Services Help Desk for assistance in resetting the password. Students, faculty, and staff are not allowed to share their unique username and password with anyone else. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files is prohibited. Users are responsible for all activity on their account.

Proctored exams

Faculty teaching in distance education courses or programs are permitted to access the proctoring services that are available through the LMS system. Students are NOT required to pay for these services or any add-on service that verifies their identity, as the cost of such services is covered by their Online Learning Fee associated with taking a distance education course.

Faculty Responsibility

Faculty teaching in distance education courses or programs hold the primary responsibility for ensuring the student who has registered for the course is the same student who submits assignments and completes the course. The faculty member should design their course assignments and evaluations in such a way that supports academic integrity.

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This policy was written, approved and published in accordance with LSU Shreveport General Policy **1.01.01 Policy Manual** published at <https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>.