



## **Policy Regarding the Verification of Student Identity in Distance Education**

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, all credit bearing courses and programs offered at SANS Technology Institute through distance education or correspondence must verify that the student who registers for a course or program is the same student who participates in and completes the course or program for academic credit. To authenticate identities, the SANS Technology Institute uses one or more (as appropriate) of the following methods for verification:

- 1) Government issued photo ID
- 2) A secure login with user name and password
- 3) Proctored examinations
- 4) Previous educational records (official college transcripts)
- 5) Employment verification

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information and the College's Privacy Policy.

In accordance with the relevant contractual relationships, personally identifiable information collected by SANS and GIAC may be used in the process of verifying the identity of students enrolling in STI, but is stored and secured in a manner to protect student privacy. This information may include a combination of the following:

- 1) SANS portal information
- 2) Student's email address
- 3) Students home address
- 3) GIAC Exam completion history
- 4) Previous purchase history

### **Procedure**

#### **Identifying Student Identity upon Application**

Upon applying to STI, students are required to create a SANS portal account number, creating a unique user ID and password and providing personally identifiable information. Applicants who have previously taken a SANS course can use their current portal account number. This account

number serves as their student ID. STI administration will use this information to verify information provided during the application process. As part of the application process, applicants must submit previous academic records and employer recommendations. These supporting documents will be used in verifying the identity of applicants.

Students who seek to engage in our distance-enabled learning modalities

### **Identity Verification for Course Takers**

Students registering for courses must provide appropriate identification to establish their identity. A SANS portal account user name and password will be required for registering for courses and exams.

Students taking GIAC examinations as part of course requirements are required to take the exam at a proctor center (currently Pearson Vue). A student's identity will be authenticated at the time of the exam at the testing center. Two forms of identification are required for admission into the examination center. The first form of ID must include a picture, signature and must be government issued. The second form of ID must include a signature.

In order to access the exam, students must log on to their SANS portal account using their user name and password.

### **Periodic**

There are no specific charges applied specifically to the activity of verifying student identities in our distance education courses, and no separate fees are charged by the GIAC contracted proctoring service.

### **Periodic Evaluation**

Yearly, STI will send a notice to students regarding STI's identification policy for distributed education.

STI will coordinate with its affiliated entity GIAC to ensure 3<sup>rd</sup> party proctoring centers are following identification policies.

The Director of Enrollment Management will periodically assess the effectiveness of student identification policies and procedures, as part of STI's overall institutional effectiveness and assessment process.