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Effective Date: October, 2017

Last Reviewed: October, 2023

Responsible Officer title: Vice President of Academic Affairs

Policy Contact: Registrar

POLICY STATEMENT

Guidelines for Student Identity Verification in On-Campus & Distance Education

University of Valley Forge students registered for on-site or online courses have a secure user ID and password assigned to them by the University using a FERPA compliant procedure. Students have the opportunity to change their password at any time and are encouraged to do so periodically. Access to online courses is controlled by the use of secure User ID and Password.

The privacy of students who enroll in on-site or online courses at University of Valley Forge is protected under the University's policies regarding student privacy, confidentiality, fraud, and FERPA rules. These policies are published in the Student Handbook and on the University's website at: http://www.valleyforge. edu/student-consumer-information.

All credit-bearing courses and programs offered through on-site and distance learning methods at University of Valley Forge verify that a student who registers for a course or program is the same student who participates in and completes the course or program and receives academic credit through the use of a secure login and password.

Students are responsible for providing complete and true information in any identity verification process, in accordance with the "Behavioral Standards" as outlined in the Student Handbook and administered by the Vice President of Academic Affairs or his/her designee.

Protection of Student Privacy

All methods of verifying on-site and distance learning student identity protect the privacy of student information. The privacy of students who enroll in courses at University of Valley Forge is protected under the University's policies regarding student privacy, confidentiality, fraud, and FERPA rules. These policies are published in the Student Handbook and on the University's website at: http://www.valleyforge.edu/student-consumer-information.

All users of the University's online learning management systems are responsible for maintaining the security of usernames and passwords. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. Users are responsible for any and all uses of their online account. Users are held responsible for knowledge of the information contained within the most recent Student Handbook, including the section on Information Technology. Failure to read University guidelines, requirements and regulations will not exempt users from responsibility.

Charges Associated with Student Identity Verification

University of Valley Forge does not charge a fee for student identity verification. Students would be notified of additional fees, if any, prior to and during the registration process through various publications i.e., the Schedule of Classes and the University Catalog, and on the University website.

Unit Responsible

The Office of Academic Affairs is responsible for the consistent application of student identity verification procedures. The Office of Academic Affairs is responsible for ensuring University-wide compliance with the provisions of this practice and that Vice Presidents and directors are informed of any changes in a timely fashion. The Vice President of Academic Affairs is expected to ensure that faculty within their Divisions remain in compliance. Instructors teaching courses on-site or through distance education methods are responsible to ensure that their individual courses comply. If necessary, the Vice President of Academic Affairs may address noncompliance through performance reviews or other measures as appropriate.

RELATED INFORMATION

Related Procedures:
Student Issued ID Numbers (See APPENDIX I)

Related University Policies:
Information Technology – Student Handbook

APPENDIX I

Student Issued ID Numbers

Upon enrollment, each student at University of Valley Forge is assigned a permanent ID number that is used to identify him/her for all internal University processes and for access to Web services.

Access to and use of University of Valley Forge's information technologies by users is an affirmation that they accept the terms of University of Valley Forge's Acceptable Use of Information Technology Policies.

These policies are posted in the Student Handbook and on the University's website at: http://www.valleyforge.edu/about/student-consumer-information.

Users granted access to University information technologies shall adhere to the following rules regarding Access to Resources/Authorized Use/Security:

Student User Accounts are granted to support the instructional process, facilitate communications in academic endeavors and promote information sharing on projects and class assignments.

Students are responsible for their own data and accounts. Students must not allow any person to use their passwords or to share their accounts. It is the student's responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. The University is not responsible for lost data or work.