

Student Identity Verification Policy

This policy aims to ensure that New Mexico Institute of Mining and Technology operates in compliance with the United States Federal Higher Education Opportunity Act (HEOA) provisions concerning the verification of student identity in distance education as well as any requirements set forth by accrediting bodies (e.g., Higher Learning Commission).

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. According to the HEOA, one or more of the following methods must be used:

- An individual secure login and password (e.g., Canvas),
- Proctored examinations, and/or
- Other technologies or practices that are effective in verifying student identification.

Any student work, assignments, or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity as noted above.

The institution complies fully with the provisions of the Family Education Rights and Privacy Act (FERPA). All methods of verifying student identity in distance education must protect the privacy of student information. Additional information on FERPA and student record access can be found on the Institution's website.

If any fees associated with the verification of student identity will be charged to students, they will be indicated in the academic catalog, as part of the term's course offerings, or on the "Cost of Attendance" website.

All users are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files is prohibited. Users are not permitted to give someone their password or allow others to use their account. Users are responsible for all activity on their accounts.

Failure to comply with this policy will be addressed using the appropriate personnel and conduct policies and procedures of the institution (e.g., Student Code of Conduct, Academic Honesty Policy, Employee Handbook). Failure to comply may also be a violation of civil/criminal law and may cause the violator to be subject to applicable penalties.

Revised and Approved at the April 4, 2023 Faculty Senate

Revision: Separation of Policy and Procedure into two distinct documents. Additional

language included to ensure compliance with federal guidelines and accreditor expectations.