

Administrative Policy:		Distance Education		Policy Number:	AP 4105
Applicable regulations - Federal/State/Board/College		34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); NWCCU Standard 2.G.7			
Accountable Administrator:		Vice President of Academic and Student Affairs	Position responsible for updates:		Vice President of Academic and Student Affairs
Original Date	03/18/2025	Revised & Adopted	N/A	Reviewed & Adopted	N/A

Consistent with federal regulations pertaining to federal financial aid eligibility, the college must authenticate or verify that the student who registers in distance education courses is the same student who participates in and completes the course or program and receives the academic credit. The college will provide each student at the time of registration with a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Vice President for Academic and Student Affairs shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations

The Vice President for Academic and Student Affairs shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.