



HOLMES UNIVERSITY FLORIDA

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PD80 – Distance Education and Student Identity Verification Policy

Policy Code	PD80
Policy Title	Distance Education and Student Identity Verification Policy
Domain	A – Academic, Admissions and Student Support
Internal Ref	A.80
Jurisdiction	Florida, United States – Holmes University Florida (HUF)
Version	1.0
Policy Owner	Director of Risk and Compliance, Holmes University Florida
Approved By	Holmes University Florida Board of Directors

1. Related Policies

- PD4 – Assessment and Moderation (Florida)
- PD22 – Acceptable Use of Information Technology (Florida)
- PD16 – Privacy and Data Protection Policy (Florida)
- PD6 – Appeals and Complaints Procedures (Florida)

2. Purpose and Scope

- 2.1** This policy applies to all courses and programs delivered wholly or partly by distance education at Holmes University Florida (HUF). It safeguards academic integrity by ensuring that the student who registers for a distance-education course is the same student who participates in and receives academic credit for it, and that the privacy of student work and records is protected. It is administered consistent with the requirements of HUF's institutional accreditor and the federal distance-education standards for verification of student identity (34 C.F.R. §602.17(g)), which HUF adopts as good practice.

3. Verification of Student Identity

- 3.1** HUF verifies the identity of distance-education students using one or more of the following methods, applied proportionately to the assessment risk:
- A secure login and passcode unique to each student for access to the learning-management system and all online coursework;
 - Proctored examinations (in person or through an approved online proctoring service) for assessments where identity assurance is important; and

- Other technologies and practices that are effective in verifying student identity, as approved by the institution.
- 3.2** Each student is responsible for maintaining the confidentiality of their login credentials, which must not be shared; misuse is addressed under the Acceptable Use of Information Technology Policy (PD22). Personal information collected for identity verification is processed in accordance with the Privacy and Data Protection Policy (PD16). Any projected additional charge to the student associated with identity verification (for example, a proctoring fee) is disclosed at the time of registration.

4. Interaction and Delivery Standards

- 4.1** Distance-education courses provide regular and substantive interaction between students and instructors, initiated by the instructor, and are held to the same academic standards, learning outcomes and moderation requirements as equivalent on-campus courses (PD4). Student engagement and attendance in distance courses are monitored under the Attendance and Monitoring Policy (PD3), and course design and review follow the Course Development and Review Policy (PD33).

5. State Authorization and Complaints

- 5.1** HUF complies with applicable state-authorization requirements for the delivery of distance education to students located outside the State of Florida. A distance-education student who wishes to raise a concern or complaint may do so under the Appeals and Complaints Procedures (PD6), including the external avenues described there.

Document Control

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