

Policy Title: Student Identity Verification in Distance Education**Effective Date:** Approved by KBOCC Board of Regents 5/11/2026**Responsible Office:** Office of Academic Affairs**I. Purpose**

This policy establishes procedures to verify that students enrolled in courses at KBOCC are the same individuals who participate in and complete coursework. It ensures academic integrity and compliance with federal and accreditation requirements, including the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Federal Financial Aid Requirements, and the Higher Learning Commission.

II. Policy Statement

KBOCC uses secure and appropriate methods to verify student identity in all courses, including distance education, while protecting student privacy.

III. Identity Verification Methods

The College verifies student identity through one or more of the following:

- Secure login credentials, passcodes, and authentication systems
- Learning management system access and activity tracking Proctored examinations (in-person or virtual)
- Instructor verification through regular academic interaction
- New or emerging technologies and practices that are effective in verifying student

IV. Student Responsibility

Students are responsible for:

- Maintaining the security of login credentials
- Completing their own coursework
- Adhering to academic integrity policies

V. Privacy and Data Security

Identity verification practices must:

- Comply with FERPA
- Protect student privacy
- Avoid unnecessary collection of sensitive data

VI. Academic Integrity

Suspected identity fraud or misuse will be addressed under the College's Academic Integrity Policy and may result in disciplinary action.

VII. Oversight

The Office of Academic Affairs is responsible for ensuring compliance and providing guidance to faculty on identity verification practices.

VIII. Review Cycle

This policy will be reviewed every three years or as needed.

FACULTY GUIDEBOOK LANGUAGE *(Insert into Online Course Policies or Academic Integrity section)*

Identity Verification Practices

KBOCC requires that students enrolled in courses are the same individuals who complete the coursework.

Standard Practices

Identity is verified through:

- Secure student login credentials (Canvas and institutional systems)
- Monitoring of student participation and engagement

Faculty Responsibilities

Faculty should incorporate appropriate identity verification methods, such as:

- Proctored or timed assessments
- Written work demonstrating consistent authorship
- Interactive assignments (discussions, presentations)
- Regular communication with students

Faculty should monitor for irregularities, including:

- Changes in writing style
- Inconsistent participation
- Unusual performance patterns

Concerns should be addressed in accordance with the Academic Integrity Policy.

Student Responsibilities

Students must:

- Protect login credentials
- Complete their own work
- Follow course policies, including AI use guidelines

Privacy

All practices must protect student data and comply with institutional privacy standards.