



Policy 01:212 – Verification of Student Identity

Purpose and Intent

The University of Montevallo is committed to providing high quality course content and excellent instruction and to ensuring the integrity of student participation in distance learning courses.

An online course is one that relies on a distance learning environment for delivery of content and never meets face to face. A hybrid course is one that meets less than 50% of the time in person but has at least one face-to-face meeting. Faculty who teach online and hybrid courses must follow the procedures outlined below.

The purpose of this policy is to ensure that the University of Montevallo operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, concerning the verification of identity of students engaged in distance learning.

Verification of Identity

In order to verify that the student who registers for an online or hybrid course is the same student who participates in and completes the course and receives academic credit, students must use a secure login and pass code to access course materials. Faculty may also require proctored examinations and/or make use of technology that is effective in verifying student identity.

All methods of verifying the identity of students enrolled in distance learning courses must protect the privacy of students' information as stated in the UM Faculty Handbook, Section 4.13, Confidentiality of Student Records (link [Confidentiality of Student Records](#)).

Currently, there are no additional charges associated with verification of student identity. If in the future a fee is imposed, students will be notified in writing at the time of enrollment.

Personally identifiable information collected by the college may be used, at the discretion of the institution, to verify identity. For example, a student requesting that his or her learning management system password be reset by the UM Solution Center will be asked for two or more pieces of personal information for comparison with personally identifiable information on file. No passwords will be reset via email.

Identification Cards

Each University of Montevallo student is required to obtain an official ID card that displays the student's photograph. The card is required to use the library, receive financial aid, and take advantage of the services and activities at the University. Students may apply for a UM ID card in person at the Solution Center in Carmichael Library or online at solutioncenter@montevallo.edu.

The following regulations apply to the ID card:

- Students are to carry their cards at all times and present them for identification when requested by University officials. Student ID cards are intended for student use only.
- Loss or theft of cards should be reported to the Solution Center Manager.
- A student who uses the ID card in an illegal manner will be subject to disciplinary action.

Approved 05/16