| CSN Policy | Student Identification Verification Policy |
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| **Policy Category: General** | **Effective Date: October 6, 2022** |
| **MOST RECENT CHANGES**<br>Version #3: Approved | |

## I. POLICY PURPOSE

A. The purpose of this policy is to establish identification verification processes through which a student who registers in any course offered via distance education or correspondence (CoyoteFlex, Hybrid, Web Online or Web Remote courses) is the same student who academically engages in the course or program.

B. This policy is also designed to achieve the following outcomes:

1. Work in conjunction with the CSN Academic Integrity Policy,
2. Confirm identification of Web Remote or online students,
3. Confirm identification of all users of the online learning management system (LMS) (e.g., Canvas),
4. Maintain FERPA standards of privacy for students affected by this policy.

## II. POLICY STATEMENT

A. CSN offers a blend of in-person, hybrid, Web Remote, and online courses and programs. CSN will enable Multi-Factor Authentication in the Canvas LMS to ensure the student enrolled in the course is the same person whose academic assignment or assessment is being evaluated.

B. When the delivery method includes an off-campus test taking environment outside of the learning management system, CSN needs to ensure academic integrity is still maintained. CSN will utilize proctoring for those courses that are not in Canvas to confirm that any academic assignment or assessments is performed by the enrolled student.

## III. PROCEDURE

**A.** Canvas Courses Multi-Factor Authentication

1. For the purpose of a second level of authentication, all Canvas users will be required to have a device in their physical possession to log into Canvas in addition to their username and password. This can be a device that can generate verification codes or a phone that can receive text messages or email correspondence.
2. A secret key will be generated that the user must enter after logging in in order to confirm identity.
3. To the greatest extent possible, all graded assignments and assessments in

CSN online courses should be hosted in CSN's LMS (e.g., Canvas) or another CSN-managed platform that requires muti-factor authentication for access.

B. Non-Canvas Courses - Proctoring

1. A minimum of one proctored/supervised exam or equivalent experience per course where students are required to present photo identification upon signing in for the proctored experience or test is required of each CoyoteFlex, Hybrid, Web Remote, or Web Online course that does not utilize the Canvas LMS for assignments and assessments. Proctoring allows the instructor to know that the student taking the exam or equivalent experience is the same student receiving credit for it.

## IV. AUTHORITY AND CROSS REFERENCE LINKS

NSHE BOR Handbook, Title 4, Chapter 14, Section 14. Distance Education
NWCCU Distance Education Policy
Faculty Senate Academic Assessment Policy
CSN Academic Integrity Policy
Higher Education Opportunity Act Public Law 10-315, 34 CFR Part 602.17 (g)

## V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the General Counsel and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN General Counsel (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

## IV. SIGNATURES

Recommended By:

Tracy Sherman — Sept 30, 2022
Faculty Senate Chair — Date

Reviewed for Legal Sufficiency:

Debra L. Resnick — 10-6-2022
General Counsel — Date

Approved By:

Fred Say — 10-6-2022
CSN President — Date

## V. ATTACHMENTS

1. HISTORY
2. DEFINITIONS

## HISTORY

- 03/19/2021 – 1st Draft
- 04/02/2022 – 2nd Draft
- 05/05/2022 – 3rd Draft
- 09/30/2022 – Approved

# DEFINITIONS

**CoyoteFlex**: A course section that requires enrolled students to meet with the instructor at pre-defined days and times. These meetings may be conducted in one of two ways: some students attend the class in-person/on-campus while other students attend virtually; or some students attend the class at one campus, while the other students attend from another campus and the classrooms are connected virtually.

**Hybrid**: A course section that requires pre-scheduled in-person meetings or on-campus activities (i.e., tests, exams, lab work, etc.) one or more times during the semester while other coursework is conducted over the internet using a learning management system (e.g., Canvas). The amount of face-to-face instruction and online coursework varies between course sections.

**In-Person**: A course section that requires enrolled students to meet on-campus/in-person at regularly scheduled times, primarily in a classroom or lab. Students in these courses are usually expected to be physically present for all course meetings due the semester.

**Multi-Factor Authentication**: Authentication is the process or action of verifying the identity of a user or process. Multi-Factor authentication is a security technology that requires the user to provide two or more verification factors to gain access to a resource.

**Web Online**: A course section conducted over the internet using a learning management system (e.g., Canvas) that requires no physical presence or requirements for on-campus activity (e.g., tests, exams, lab work, etc.) at any point during the semester, and no virtual or in-person/on-campus class meetings at predefined days and times. Different course sections have different course features for learning and instruction – some are self-paced while others follow a set schedule – organized according to the course syllabus. This type of course instruction is known as asynchronous online instruction.

**Web Remote**: A course section conducted over the internet using a learning management system (e.g., Canvas) that requires enrolled students meet with the instructor online at pre-defined days and times, and no physical presence or requirements for on-campus activity (e.g., tests, exams, lab work, etc.) at any point during the semester. Different courses sections have difference course features for learning and instruction organized according to the course syllabus. This type of course is known as synchronous online instruction.