

Student Identity Verification Policy

Highland Community College has a process in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit, primarily through the use of a secure login and password.

Secure Login and Password

Highland Community College assigns each student a secure network account with a unique username and password. All students registering for a course at Highland Community College are assigned unique identification numbers and corresponding usernames. Before a student can access any information resource on the College's network (including the Learning Management System), the student must be authenticated by the College's directory service using his/her username and password. Students are assigned a randomly generated, suitable complex password that meets identified password criteria guidelines when their account is first established. The Highland Community College Office of Information Technology is responsible for maintaining the credential verification procedures.

All users of the College's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is assigned to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited.

Additional Verifications

Faculty teaching courses through distance learning delivery methods have a role in identity verification by being alert and recognizing changes in student behavior, including, but not limited to: sudden shifts in academic performance, changes in style and language used in written work or discussion posts, student time on task, and quiz/exam completion data; which may indicate academic integrity issues. It is recommended that faculty routinely use a variety of assessment instruments and select assignments types that are more difficult to plagiarize.

Highland Community College systems also monitor user LMS logs based on dates, times, and IP addresses for all users. The HCC system also closes course sections on the LMS within one week of the course end date, blocking students from reentering and retrieving any content from a course once it has ended.

Highland Community College will continue to review and evaluate the effectiveness and feasibility of new verification technologies as it becomes available.

Responsibility for Policy Implementation

The Highland Community College Office of Academic Affairs and Office of Information Technology are jointly responsible for ensuring compliance with this policy and to ensure that administrators, faculty members, program coordinators, and regional directors are informed of any changes to the policy in a timely fashion.