Office of the President

December 12, 2021

DEANS
DIRECTORS OF ACADEMIC COLLEGES
OFFICE DIRECTORS
REGISTRAR

REGULATIONS FOR COMPLIANCE WITH STUDENT VALIDATION IDENTITY IN DISTANCE EDUCATION PROGRAMS

Universidad Central de Bayamón (UCB) in consonance with its Mission and Vision, promotes the exchange of knowledge through the use of electronic environments, stimulating the growth of human beings, their values and ethical behavior in each subject of study. As an institution of Higher Education, the University attends to the particular needs of its students by providing educational mechanisms and processes that evolve with the times. Emerging technologies and processes derived from them lead Higher Education Institutions (HEI) to promote and adopt new teaching modalities, being Distance Education a fundamental process. Distance Education is an educational methodology where the formal teaching and learning process is imparted being, both the student and the educator, in distant places, establishing processes of exchange and synchronous and asynchronous communication through the use of the technologies available for these purposes.

PURPOSE

The purpose of this policy is to ensure that UCB is in compliance with the federal Higher Education Opportunity Act (HEOA) in terms of verification of student identity in the distance education mode. This Act requires institutions that offer courses through distance education to have adequate processes in place to ensure that the student who enrolls in a course is the same student who participates in and receives credit for the course. The Act establishes guidelines for institutions to use one of the following processes:

- ➢ Secure username and password.
- ➢ Proctored exams.
- ➢ New and proven technologies and practices that are effective in verifying student identity.

The Institution, through this regulation, establishes the steps to follow in order to ensure and validate the identity of the student enrolled in distance education courses for integration into the Learning Management System (LMS). It is the student's responsibility to provide complete and true information of their identity in any identity verification process.

PROCEDURE

The following procedure is established to verify the identity of the students:

> ➤ The Admissions Office will provide the list of new, readmitted and special students to the IT office for the creation of the e-mail accounts.
> ➤ The IT Office will create the accounts and request the student to contact this office for the activation of his/her e-mail account. For the creation of the student e-mail account, the Institution has established the following code: the first letter of their first name, first letter of their last name and their student number.
> ➤ It will be the student's responsibility to provide complete and true information of their identity in any verification process.
> ➤ In case of lost or forgotten password, the student can automatically request, from the Help Desk of the portal, the change or update of their credentials from the virtual environment.
> ➤ The IT Office will apply the procedures of security techniques, such as firewalls, antivirus, authenticity certificates, access control procedures with the purpose and object of preventing unauthorized access to the systems.
> ➤ During the first week of classes the student must post a video in each course in which he/she is enrolled, introducing him to the professor and showing the UCB student identification.
> ➤ During the evaluations, an electronic proctored exam will be used, that take pictures, of the student while he/she is taking the test. The professor will be responsible for reviewing the photos to determine the student's identity.
> ➤ The MOODLE platform is integrated with UCB's authentication services to ensure proper and secure student access to courses.

CHARGES RELATED TO VALIDATION PROCESSES, CUSTODIAL EVIDENCE AND PRIVACY

Universidad Central de Bayamón does not establish charges related to identity verification processes. The Institution establishes a technology fee for each student during enrollment periods, which is used for all technological processes.

Approved:

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Interim President