



STUDENT IDENTITY VERIFICATION POLICY

Each student is assigned a unique username and password to log into the university learning management system. Students are responsible for providing their complete and true identity information in any identification verification process.

All users of the university platform are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given 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. It is against university policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

As part of the application process, students must verify their identity by submitting a valid form of government-issue identification. Once enrolled, students receive a username and a password to access the Moodle LMS, which is unique to them. The following process has been implemented to verify student identity properly and effectively.

Admission Process and Initial Verification:

- **ID Comparison:** During the admissions process, students submit a government-issued ID that International Academic Advisors use to compare with other submitted documents, such as transcripts and application forms, to verify consistency and authenticity.
- **Enrollment Agreement (EA):** Students must complete and sign the Enrollment Agreement, which must match the information students provided with their application.

Telephone Verification:

- **Periodic Calls:** International Academic Advisors conduct periodic telephone calls with prospective and newly enrolled students. During these calls, the International Academic Advisor asks students to verify specific information that they have submitted in their Enrollment Agreement and other documents.
- **Director of Enrollment Calls:** The Director of Enrollment also makes follow-up calls to verify certain details and ensure the authenticity of students' identity. This step adds an extra layer of verification to the process.

Ongoing Verification During Enrollment

- **Monthly Communication:** Throughout their enrollment, students receive monthly phone calls and emails from the Student Services Team to confirm their identity and verify their continued engagement with the program. As a minimum, each student receives a follow-up call every month. If specific support is required, additional calls are scheduled and conducted, as needed, to provide more personalized assistance.
- **Document Updates:** Students must update their personal information annually, particularly their telephone contact numbers and physical mailing addresses. These updates are important to ensure that students receive their graduation documents at the end of the program, upon completion. The information is verified against existing records to maintain continuity and accuracy throughout their enrollment.

Proctoring System for Exams:

- **Respondus Proctoring System:** SUMMA University utilizes Respondus, a leading proctoring software, to secure the identity of students during examinations. Respondus provides a robust system for monitoring and verifying student identity through several methods:
- **ID Verification:** Before starting an exam, students must show their ID to the webcam. The system captures and verifies this information to ensure the same student completing the exam is the same student who enrolled in the program and course.
- **Behavioral Monitoring:** Respondus monitors the student's behavior during the exam to ensure that the individual taking the exam is the enrolled student.
- **Facial Recognition:** The software also uses facial recognition technology to match the student's face with their ID and previous records.