



## Student Identity Verification Policy - 2017

The Higher Education Opportunity Act (HEOA) requires that institutions offering distance education or correspondence courses/programs have processes in place to ensure that the student enrolled in a course is the same student who participates in the course or receives course credit.

The Pennsylvania Academy of the Fine Arts (PAFA) assigns each student, including those in distance learning programs, a unique and secure username and password that is required to access PAFA's Student Information System (Blackbaud), learning management system (Canvas), campus computers, student email and some library resources.

All users of PAFA's learning management system are responsible for maintaining the security of usernames, passwords and other credentials as required. An account is assigned to each student for the exclusive use of that individual. Attempting to discover another student's password or otherwise gain unauthorized access to another student's accounts is prohibited. It is also against PAFA's policy for a user to give someone their username and password or allow others to use their account.

Faculty teaching courses through distance learning methods have a role to play in identity verification. They should remain alert to changes in student behavior such as sudden shifts in academic performance or changes in writing style/language used in discussion groups or email communications. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

The Pennsylvania Academy of the Fine Arts fully complies with the provisions of the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student information. Additional information on FERPA and student records can be found [here](#).

At this time there are no additional student fees associated with student verification. Students will be notified in advance of course registration if any verification fee ever becomes necessary.

The Office of Academic Affairs is responsible for ensuring compliance with this policy and to inform school chairs, faculty and administration of any changes to the policy in a timely manner.