

Policy on Student Verification and Transfer of Credit

The following are required by the Higher Education Act.

Student Verification

An institution that offers distance education or correspondence education is required to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit. Examples of such methods include:

1. A secure login and pass code;
2. Proctored examinations;
3. New or other technologies; and
4. Pedagogical and related practices that are effective in verifying student identity.

In carrying out these processes, the institution must protect student privacy and must notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

Transfer of Credit

The institution's policy on transfer of credit is publicly disclosed through its website and other relevant publications. The publication includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution of higher education along with a list of institutions with which it has articulation agreements.

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