

**POLICY  
BOARD OF TRUSTEES  
MAYLAND COMMUNITY COLLEGE**

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**Title: DISTANCE EDUCATION IDENTITY VERIFICATION      Type: ACADEMIC**

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**POLICY NO: 1.006**

**Policy Adopted: November 18, 2013**

**EFFECTIVE DATE: 11-18-13**

**AMENDED DATE:**

***Charles Ronald Kates***  
**Chairman**

**AUTHORITY: SACS 4.8.1, 4.8.2, and 4.8.3**

To ensure the student who registers in a distance education course is the same student who participates in and completes the course and receives the credit, Mayland Community College verifies the identity of the student by using a secure login and password to enter the College's Learning Management System. The student's participation in a distance education course is restricted to using the College's Learning Management System.

Mayland Community College protects the privacy of students enrolled in distance education courses by strictly adhering to the regulations set forth in the Family Education Rights and Privacy Act (FERPA). In addition, all distance education initiatives and services must conform to the guidelines of the college's Information Technology Acceptable Use Policy [3.007].