Proposed USF Policy Number: 0-912
Subject: Distance Education and Identity Verification of Students

Date of Origin: Proposed   **Date Last Amended:**   **Date Last Reviewed:**

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1   **I. <u>INTRODUCTION</u> (Purpose and Intent)**

2   Consistent with existing University of South Florida System (USF System) Regulation and

3   Policy, the University of South Florida's USF Health is committed to the academic honesty and

4   integrity of its entire community, including its students. This Policy is intended to specifically

5   complement and additionally adopt the definitions of USF System Regulation 3.027, Academic

6   Integrity of Students; namely, (1) cheating; (2) plagiarism; (3) fabrication, forgery and

7   obstruction; (4) multiple submissions; (5) complicity; (6) misconduct in research and creative

8   endeavors; (7) computer misuse; and (8) misuse of intellectual property. This Policy also adopts

9   the Regulation's provision for processes to determine violations and the penalties for such

10   violations.

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12   USF Health offers its courses through a wide variety of course delivery methods and an

13   increasing number of courses are offered and transmitted, in whole or in part, via the worldwide

14   web to provide enhanced availability of courses to more students. As such innovative course

15   delivery methods are used, the potential for student cheating in coursework, on exams and tests,

16   may also increase.

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18   We believe each member of the USF Health academic community (instructional faculty, staff

19   and students) values the integrity of the academic experience and award of degree and so, is

20   expected to know of and maintain standards of academic honesty and integrity. Equally as

21 important, the University is committed to maintaining, to the maximum extent possible, the

22 privacy of student records and personal information related to that student. With the goal of

23 assisting to achieve all these ends, this Policy is intended to clearly relate certain basic expected

24 standards of conduct related to distance education and identity verification by both the student

25 and the University.

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27 II. **DEFINITIONS**

28 For purposes of this Policy, **academic integrity** is based on honesty and respect for the

29 education being received. **Academic honesty** includes personal completion of all academic

30 endeavors by an individual student. D**istance education** refers to courses in which instruction

31 occurs outside of or away from the physical campus.

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33 III. **APPLICATION**

34 This Policy applies to all University of South Florida System students participating in academic

35 classes, programs and research in or associated with any USF Health-sponsored distance

36 learning course ("course"), whether or not such student ("student") is obtaining a degree from

37 USF Health.

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39 IV. **STATEMENT OF POLICY**

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41 **A.** It is the policy of USF Health that each student is personally responsible for completing all

42   academic assignments, participating in all classroom discourse, reviewing, working on and

43   completing all coursework and tests or exams in each course, including distance learning

44   courses. Enrolled students may be asked to personally verify their identity prior to

45   performing any educational assignment or assessment in a format and time to be determined

46   by the University.

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48   **B.** To assist in verifying the identity of individual students in distance learning courses, the

49   University may use one or more methodologies, to include a secure log-in and passcode,

50   proctored examinations, and other or new technologies or practices that aim to verify the

51   student's identity. Additionally, if such methods are not conclusive, the University may

52   require the student to re-take or perform an educational assignment or assessment in the

53   distance learning course.

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55   **C.** Each College or School within USF Health may adopt its own processes to implement this

56   Policy that are least as restrictive as outlined and which are best suited to its needs as based

57   on consultation with all affected groups, including faculty, staff and students. If a USF

58   Health College or School adopts such processes, they must be submitted to the Senior Vice

59   President for USF Health for appropriate review and approval to ensure consistency with

60   USF Health and University requirements.

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62   **D.** Prior to implementation of any means of identity verification (except for those established

63   methods, e.g., proctoring, electronic login and password and other methodologies available

64   through the University's on-line learning management system), the faculty member teaching

65   the course in which the new method is to be used will obtain review and approval by the USF

66   Health V.P. or designee. Further, any method employed except for those established

67   methods, e.g., proctoring, electronic login and password and other methodologies available

68   through the University's on-line learning management system and any associated fees for the

69   use of such methodologies will be made known to students at the time of enrollment into the

70   course.

71   **E.** This Policy is additionally complementary to and must be interpreted in conjunction with

72   any existing USF System Policy regarding students with disabilities.

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