Verification of Student Identity in Distance Learning

The Higher Education Opportunity Act (HEOA) Public Law 110-315, Federal Requirement 34 CFR §602.17(g) requires "institutions that offer distance education or correspondence education to have processes in place 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 course or program and receives the academic credit".

Acceptable methods for meeting this requirement and protecting student privacy are identified by the HEOA as:

- A secure login and password,
- Proctored examinations, and/or
- New or other technologies and practices that are effective in verifying student identity.

Secure login and Password
When a new student is accepted for admission, the Director of Enrollment Communications adds the data to the Jenzabar (the campus SIS) through J2E integration. The overnight process is run that generates the secure account and login information. An email is generated to the student with instructions to access the online myCottey account where the student creates the secure myCottey password.

Forgotten/Password Resets
On-campus students who require a password reset or changed are required to come to Academic Computing to request this service in person where the College issued student ID card is required to be presented.

Off-campus students who request this service will receive a copy of the original information sent to the external email address that was used in the admissions application. If that account is no longer available, the request will require proof of identity to proceed.