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

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

I. INTRODUCTION (Purpose and Intent)

Consistent with existing University of South Florida System (USF System) Regulation and Policy, the University of South Florida's USF Health is committed to the academic honesty and integrity of its entire community, including its students. This Policy is intended to specifically complement and additionally adopt the definitions of USF System Regulation 3.027, Academic Integrity of Students; namely, (1) cheating; (2) plagiarism; (3) fabrication, forgery and obstruction; (4) multiple submissions; (5) complicity; (6) misconduct in research and creative endeavors; (7) computer misuse; and (8) misuse of intellectual property. This Policy also adopts the Regulation’s provision for processes to determine violations and the penalties for such violations.

USF Health offers its courses through a wide variety of course delivery methods and an increasing number of courses are offered and transmitted, in whole or in part, via the worldwide web to provide enhanced availability of courses to more students. As such innovative course delivery methods are used, the potential for student cheating in coursework, on exams and tests, may also increase.

We believe each member of the USF Health academic community (instructional faculty, staff and students) values the integrity of the academic experience and award of degree and so, is expected to know of and maintain standards of academic honesty and integrity. Equally as
important, the University is committed to maintaining, to the maximum extent possible, the privacy of student records and personal information related to that student. With the goal of assisting to achieve all these ends, this Policy is intended to clearly relate certain basic expected standards of conduct related to distance education and identity verification by both the student and the University.

II. DEFINITIONS

For purposes of this Policy, academic integrity is based on honesty and respect for the education being received. Academic honesty includes personal completion of all academic endeavors by an individual student. Distance education refers to courses in which instruction occurs outside of or away from the physical campus.

III. APPLICATION

This Policy applies to all University of South Florida System students participating in academic classes, programs and research in or associated with any USF Health-sponsored distance learning course (“course”), whether or not such student (“student”) is obtaining a degree from USF Health.

IV. STATEMENT OF POLICY

A. It is the policy of USF Health that each student is personally responsible for completing all academic assignments, participating in all classroom discourse, reviewing, working on and completing all coursework and tests or exams in each course, including distance learning courses. Enrolled students may be asked to personally verify their identity prior to
performing any educational assignment or assessment in a format and time to be determined by the University.

B. To assist in verifying the identity of individual students in distance learning courses, the University may use one or more methodologies, to include a secure log-in and passcode, proctored examinations, and other or new technologies or practices that aim to verify the student’s identity. Additionally, if such methods are not conclusive, the University may require the student to re-take or perform an educational assignment or assessment in the distance learning course.

C. Each College or School within USF Health may adopt its own processes to implement this Policy that are least as restrictive as outlined and which are best suited to its needs as based on consultation with all affected groups, including faculty, staff and students. If a USF Health College or School adopts such processes, they must be submitted to the Senior Vice President for USF Health for appropriate review and approval to ensure consistency with USF Health and University requirements.

D. Prior to implementation of any means of identity verification (except for those established methods, e.g., proctoring, electronic login and password and other methodologies available through the University’s on-line learning management system), the faculty member teaching the course in which the new method is to be used will obtain review and approval by the USF Health V.P. or designee. Further, any method employed except for those established methods, e.g., proctoring, electronic login and password and other methodologies available through the University’s on-line learning management system and any associated fees for the
use of such methodologies will be made known to students at the time of enrollment into the
course.

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

any existing USF System Policy regarding students with disabilities.

Stephen K. Klasko, M.D., M.B.A., Senior Vice President, USF Health
Dean, USF College of Medicine

Judy Genshaft, President