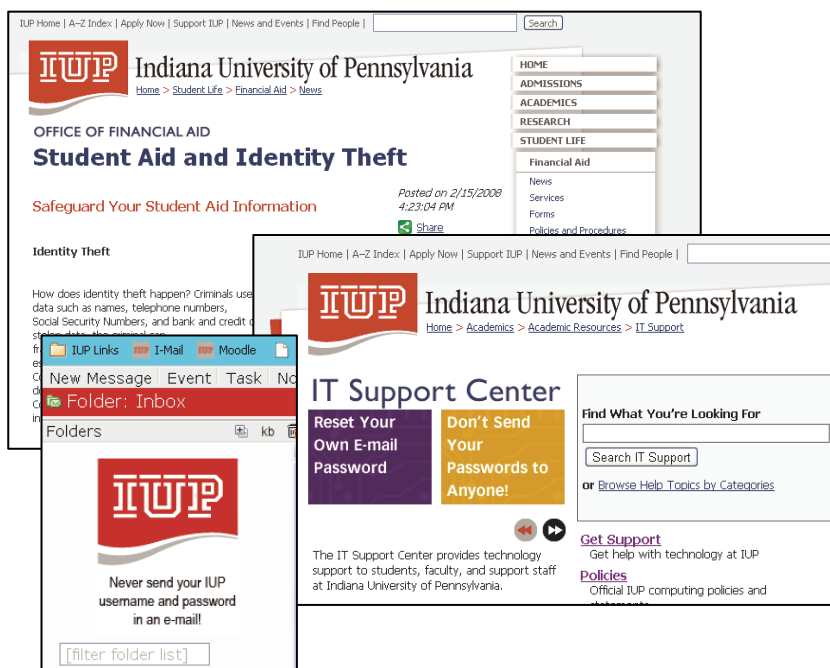


IUP Distance Education Student Verification Policy

IUP students who take distance education classes at IUP must use their official university identification number (Banner ID) to enroll in the class. Once enrolled, they must use their official IUP email address and their IUP network login and password to communicate with their teacher and submit their class-work throughout the class session. Students are strongly advised throughout their time at IUP to never give out or share their personal identification data (Banner ID, network login, etc) because the information could be used to view their grades, financial records, network folder contents and other confidential data. Different versions of this warning are posted prominently in the university catalog, in several places on the university website (IT Services, Office of Financial Aid, Student Affairs) and on the IUP email main screen.



In order to register for distance education courses at IUP, a non-IUP student must first formally apply to the university. This registration application includes the same personal identification data as a normal on-campus student registration (birthdate, social security number, residence, contact information, high-school graduation and other confidential personal data). Students enrolled at other PASSHE institutions must fill out a Visiting Student Form which contains similar information. Once registered, non-IUP students are given a unique and confidential personal identification number (Banner ID), an official IUP email address and an IUP network login ID and password. The same warnings about sharing confidential usernames and passwords are given to non-IUP students as well.

All distance education coursework must be submitted either through the official IUP email system or through the university's official learning management software system (currently Moodle) using the student's confidential network login ID and password. Although this system of required password verification for all distance work does not preclude the registered student receiving assistance as he/she completes their online work, distance education instructors at IUP routinely use the list of Best Practices for Online Academic Integrity included in Appendix A to prevent cheating, plagiarism and another student's work being turned in as the registered student's own work.