

**WALLA WALLA COMMUNITY COLLEGE  
IDENTITY VERIFICATION  
ADMINISTRATIVE POLICY 7310**

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**I. POLICY BACKGROUND/PURPOSE**

Walla Walla Community College (WWCC) ensures that the student enrolled in a course or program is the same person who participates in and is evaluated and receives academic credit for the course or program. The college ensures an identity verification process for all students that protects their privacy and provides students with written information at the time of enrollment of any charges associated with the identity verification process. This policy ensures that the college complies with the accreditation requirements of the [Northwest Commission on Colleges and Universities](#) (NWCCU) and in accordance with the [Higher Education Opportunity Act \(HEOA\) of 2008](#). The HEOA requires that institutions have processes in place through which the institution establishes that a student who registers in any course is the same student who academically engages in the course or program. THE HEOA also requires that institutions make clear in writing processes that protect student privacy and notify students of any projected additional student charges associated with the verification of identity at the time of registration or enrollment.

**II. AUTHORITY**

Board Policy 1370; RCW [28B.50.140 \(13\)](#), NWCCU, HEOA of 2008, [Section 602.17, Subsection G and H](#).

**III. SCOPE OF POLICY**

This policy applies to all students.

**IV. POLICY**

- A. At the time of enrollment or registration, new students provide the institution with their identification information for the college to provide a unique student identification number, email address, and a username. Students must attest their identity during the enrollment process.
- B. All college communication, including digital communication, is protected and accessible only by the student's unique, secure username and password.
- C. Faculty can utilize proctored quizzes and tests via the testing center or online testing service. The college requires students to verify their identity using photo identification in the form of their student ID card or government-issued identification.

<p><b>Policy Contact:</b> <u>Vice President, Instruction</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Chad Hickox, President</u></p> <p><b>Date Originally Approved:</b> <u>June 21, 2022</u></p> <p><b>Last Reviewed/Revised on:</b> _____</p>
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