

Student Identity Verification

Statement of Policy

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Pillar College has established and will periodically evaluate its process to confirm that a person who is enrolling in the College is the person who is completing the enrollment form and/or that the student seeking information regarding their student records is the student. To authenticate identities, Pillar College will use one or more of the following methods for verification:

- A secure login with user name and password
- New or emerging technologies and practices that are effective in verifying student identification

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information.

Personally identifiable information collected by the College will be used by support staff dealing with student records as the basis for identity verification. This information may include a combination of the following:

- Student ID number
- Last 4 digits of the student's Social Security Number
- At least 2 other pieces of information such as the student's email address on file, date of birth, address, or user name

There are no additional charges associated with identity verification. An account is assigned to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against College policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account.

Responsibility for Policy implementation: The Office of the Registrar is responsible for ensuring compliance with this policy and to ensure that deans, department chairs, and program coordinators are informed of any changes in the policy in a timely fashion.