Student Identity Verification Policy

Harson University verifies the identity of all students who apply, enroll, and participate in academic activities through a structured verification process.

Verification at Admission

All applicants must provide a valid government-issued photo identification as part of the admissions process. The document must include the applicant's full legal name, document number, date of birth, photograph, and expiration date. Admissions staff review and validate the ID to ensure consistency with the information provided in the application. When inconsistencies arise, the University may request a live video confirmation or additional documentation before admission is finalized.

Acceptable identifications include:

- Passport
- Government-issued ID
- Driver's license

If discrepancies are detected, the Admissions staff may request:

- A live video call
- Proof of address or secondary ID
- Signature verification

Verification After Enrollment

Once admitted, each student receives a unique institutional email, username, and password that grants access to Harson+ (the learning management system) and Academia (the student information system). Students must change the initial password upon first login. The LMS automatically records login locations, device information, activity timestamps, and submission history to detect irregularities and safeguard student identity.

Ongoing Identity Verification

Throughout their studies, students must authenticate their identity during key academic interactions. Courses that include proctored assessments require students to verify their identity through live remote proctoring with automated Proctorizer identity-verification software. The activities selected for this software represent the validation of learning objectives relevant to the course.

Furthermore, synchronous sessions are conducted via Zoom, where the faculty member connects through an administrative account, and students are required to register their full names for formal identification within the virtual classroom.

Faculty also verify identity through participation monitoring and video interaction. Students must maintain an updated profile photo in the Learning Management System (LMS)."

Protection of Identity Information

The University stores all identification documents and authentication data securely, with encryption, and restricts access to authorized institutional personnel. Harson University does not share student identity information with external parties unless legally required.

Responsibilities

Verification responsibilities are shared across the institution. The Admissions Office conducts initial verification, the Registrar ensures consistency of records, faculty confirm identity during academic activities, and the IT Department maintains secure authentication systems.

Non-Compliance

Any attempt at impersonation or unauthorized access violates academic integrity and may result in disciplinary actions such as course failure, suspension, dismissal, or legal referral.

Policy Review

Academic Leadership, the Registrar, the IT Department, and the Operations Manager review this policy annually.