

## **CNU Policy and Practices for Student Verification and Identification/Proctoring:**

CNU shares the same common concern in online education as all Universities:

- How do you know who is doing the work for the credit?
- How do you know the student is who they say they are?

*California National University for Advanced Studies (CNU)* verifies the identity of the students who are completing its courses and programs. Students must access their courses through the secure Blackboard portal, where they must enter their unique username and password. The passwords and user ID may not be shared.

*California National University for Advanced Studies (CNU)* monitors technological improvements in order to identify more effective methods for verifying student identity and to ensure that each student earning credit in a course is the person who completed all of the relevant work. To achieve this, CNU follows these procedures:

1. Students who are enrolled in an online course are required to enter their user ID and password to access their online courses through the Blackboard portal. Login takes place through a secure connection.
2. Professors determine when proctored examinations are required.

CNU documents and publicizes student identity processes through:

- ApplyYourself, CNU's Online Student Application. Applicants are required to have a password in order access their online application and electronically affirm their identification through submission of the application
- the Admissions process (transcript submission and evaluation test results (CLEP, TOFEL, WES)
- the Blackboard tutorial
- the Faculty and Student Handbook (both available online).

These solutions are being used in addition to current academic integrity tools, such as publicizing policies for cheating and ethical violations, secure web browsers, plagiarism detection databases, (Turn-it-in and Viper), and encrypted test question banks.

**Students applying for admission to a degree program at *California National University for Advanced Studies (CNU)* must submit the following items:**

- An official high school transcript or its equivalent
- A Military ID or DD214 for those who qualify for military tuition assistance (TA)
- A resume, curriculum vitae or list of professional accomplishments
- Transcripts of previously earned credit to be evaluated for possible transfer to a CNU program. Unofficial transcripts will be accepted to expedite transfer credit evaluation. Students who are admitted to the University must submit official transcripts within the first trimester

Policies on unethical behavior are provided to all students to help students understand the difference between collaboration on assignments and cheating, and plagiarism is defined in the Student Handbook.

Information on academic integrity can be found in the Blackboard Student Document file (Student Handbook) and Faculty Documents (Faculty Handbook).

Instructor's expectations are stated in the syllabus for the students with regards to student assignments.

Students are informed that they are expected to submit to the University for approval the name of a Proctor, their address, and means of contact by completing a required Proctor Information Form; that the site for taking any exam is to be determined by the professor; that a proctor should be a member of the community that holds a position of integrity, such as a workplace supervisor, a librarian, teacher, minister, rabbi, law enforcement officer, etc.; and that a Proctor cannot be a friend, family member, or anyone related by marriage.

The University is committed to enforcing the identification policy and in supporting faculty and staff in the handling of academic integrity matters.

- Faculty are directed to report every suspected violation of ethical behavior, including plagiarism
- All users are reminded to close the browser after logging out of their computers, Blackboard and ApplyYourself.

**CNU consistently:**

- Affirms the importance of academic integrity
- Promotes an environment of trust in the online classroom
- Encourages student responsibility for academic integrity
- Clarifies expectations for students
- Develops fair and relevant forms of assessment
- Reduces the opportunities to engage in academic dishonesty
- Challenges academic dishonesty when it occurs
- Helps define and support campus-wide academic integrity standards