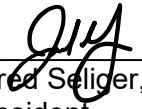**ALLEN COLLEGE – UNITYPOINT HEALTH**
STANDARD OPERATING PROCEDURE

Supersedes: 4/10, 4/11, 6/13, 6/16, 7/17,
 11/19, 2/20

No: 2-V-800-01
Last Review Date: September 2023
Required Review Date: June 2025
Administrative Unit: Compliance Team
Approved By:

_____
Jared Seliger, PhD, CNMT
President

SUBJECT: Verification of Student Identity

PURPOSE: Verify the identity of students

EFFECTIVE FOR: Students of Allen College

POLICY: Each student must provide a government-issued form of identification upon matriculation to any Allen College program.

PROCEDURE:

1. Upon matriculation to any Allen College program, the student must submit to the Office of Enrollment Management a government-issued form of identification with photograph (e.g., passport, driver's license, etc.).

2. The Office of Enrollment Management will confirm that the government issued photo provided is a match with the matriculated student. A copy of the government-issued form of identification will be kept in the College's student record-keeping system.

3. A student photo identification badge will be made, which will provide access to Allen College facilities, events, and services. This badge will also identify Allen College students at clinical/fieldwork sites.

4. If at any time Allen College identifies potential red flags regarding an Allen College student's identity, College personnel will follow the guidelines set forth in the UnityPoint Health Identity Theft Prevention Program (ITP) as required. In such policy, the term "patient" is interchangeable with "student" as deemed necessary.

5. Allen College students are provided a password-protected e-mail and E-learning account. This online identifier will be used by the student for secure log-in to online coursework and access to information services at clinical/fieldwork sites.

6. The following policies require students to do their own work and not to allow others to use their ID or computer access for any purpose:

    • Policy on Academic Integrity – 2-P-900-01
    • Use of Information Technology Resources – 2-I-500-01
    • Student E-mail and Computer Lab Access – 2-E-500-01