

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE MANUAL**

<b>Title:</b> <b>STUDENT AUTHENTICATION</b>	<b>Number:</b> <b>AP 6.28</b>
<b>Legal Authority:</b> <b>San Francisco Community College District Policy Title: Rules of Student Conduct; Number: 6.11, 20 U.S.C. 1099b California Education Code Sections 66017, 66300, 69810 et seq., 76030 et seq., 76233 and 76234</b>	

1. Students enrolled in a distance education course must log into the secure learning management system that authenticates their identity through a unique user name and password for access with their SFCCD issued login and password.
2. The SFCCD's policies regarding academic integrity and acceptable computer use include penalties for unauthorized use of another individual's name and password and for engaging in academic dishonesty.
3. CCSF faculty are strongly encouraged to do the following in a distance learning class:
  - a. Define academic dishonesty, including cheating and plagiarism, in course documentation such as a syllabus.
  - b. Post the Board San Francisco Community College District Board Policy and Administrative Procedure on Student Authentication.
  - c. Link to CCSF's *Rules of Student Conduct* and the *Computer Usage Policy*.
  - d. Assign a quiz that includes definitions and types of plagiarism and cheating.
  - e. Review WCET's Best Practices to Promote Academic Integrity in Online Education. (<http://wcet.wiche.edu/wcet/docs/cigs/studentauthentication/BestPractices.pdf>).
  - f. Require that students bring photo identification, e.g., CCSF student ID or government-issued ID, when exams are given in-person.