

3357:13-13-06 Pre-Registration Fraud and Identity Verification Policy

(A) Purpose

- (1) North Central State College is committed to maintaining an open, accessible, and student-centered admissions process while also protecting the integrity of student identity, institutional records, financial aid programs, academic credentials, and public resources.
- (2) The purpose of this policy is to establish a consistent, risk-based framework for identifying applicants whose admissions activity, documentation, enrollment behavior, or related information indicates a potential need for additional identity verification or fraud review before registration occurs.
- (3) This policy is not intended to discourage legitimate applicants, create unnecessary barriers, or treat applicants as suspect by default. Rather, it is intended to protect students, the College, and the public by ensuring that individuals who apply to, enroll at, and receive services from North Central State College are the individuals they claim to be.

(B) Policy Philosophy

- (1) North Central State College recognizes that identity verification and fraud prevention must be handled with care, consistency, and respect. Fraud prevention procedures shall be designed to protect access, not restrict it; to safeguard honest students, not burden them; and to preserve confidence in the value of a North Central State College education.
- (2) The College may require additional review when an applicant meets established fraud-risk indicators. Such review shall be based on documented criteria, not personal judgment, protected characteristics, assumptions, or isolated inconvenience. The presence of a single unusual factor may not, by itself, require enhanced verification unless the factor presents an immediate and significant concern. In general, applicants shall be selected for enhanced review when two or more established risk indicators are present.
- (3) The College shall strive to ensure that verification procedures are transparent, respectful, timely, and proportional to the concern identified. Communication with applicants should emphasize that verification protects student identity, financial aid eligibility, academic records, and the integrity of College resources.

(C) Scope

- (1) This policy applies to individuals who have applied for admission to North Central State College but have not yet registered for coursework or begun attendance.
- (2) This policy governs pre-registration fraud prevention and identity verification review, including applicants whose information, documentation, location, intended enrollment pattern, program selection, communication behavior, or related activity meets established criteria for additional review.
- (3) This policy does not govern fraud concerns involving current students after enrollment has begun. Fraud alerts, identity concerns, financial aid fraud indicators, suspicious academic participation, account compromise, or other issues involving enrolled students shall be addressed through separate student conduct, financial aid, academic records, information security, or institutional compliance procedures, as applicable.

(D) Institutional Responsibility

- (1) Fraud prevention is a shared institutional responsibility. Admissions, Student Records, Financial Aid, Information Technology, Institutional Research/Information Systems, Advising, Academic Affairs, Business Office, and other relevant offices may each possess information necessary to identify, evaluate, or resolve potential fraud concerns.
- (2) No single office should be expected to carry the full burden of fraud prevention alone. However, because this policy applies to applicants prior to registration, the initial coordination of applicant review should occur through the admissions and enrollment intake process, with referral to other offices as needed based on the nature of the concern.
- (3) The College shall maintain internal procedures identifying responsible offices, review steps, documentation expectations, communication standards, escalation points, and final decision authority.
- (4) The process for administering this policy can be found in the associated procedures posted in the policy manual as 3357:13-13-061 Pre-Registration Fraud and Identity Verification Procedure.

(E) Student Protection Statement

- (1) Identity verification is not a punishment. It is a safeguard.
- (2) These procedures help protect individuals from identity theft, unauthorized use of personal information, improper financial aid activity, inaccurate academic records, and

actions that could create debt, eligibility issues, or long-term harm for victims of fraudulent enrollment activity.

- (3) North Central State College will seek to administer this policy in a manner that is fair, consistent, privacy-conscious, and aligned with the College's mission to provide accessible, affordable, and high-quality educational opportunities in a caring environment.

Effective: August 25, 2026

Next Review: August 1, 2031

Review Dates: 8/25/26