OKLAHOMA WESLEYAN UNIVERSITY
IDENTITY VERIFICATION FOR DISTANCE EDUCATION
POLICY STATEMENT

In accordance with the Higher Education Opportunity Act (HEOA) (Public Law 110-315), Federal Requirement 34 CFR §602.17(g), and HLC Policy Number FDCR.A.10.050, institutions offering distance or correspondence education "shall have processes through which the institution establishes that the student who registers in the distance education or correspondence education courses or programs is the same student who participates in and completes and receives the academic credit."

Oklahoma Wesleyan University offers distance education through its online course program and complies with the applicable requirements of HEOA. This policy applies to all online coursework offered within online course pages, which are housed in the university's Learning Management System (LMS).

By implementing the following policy, the university assures it has established and maintains best-practice processes through which it can establish that the student who registers in the distance education program is the same student who participates in, completes, and receives the applicable academic credit. OKWU undertakes this policy by implementing a combination of employee protocols and LMS safeguards, including the following:

1. Proof of identity prior to enrollment
2. Login security
3. Other technologies and systems to promote academic integrity

Proof of Identity Prior to Enrollment:
As set forth in the OKWU policies and procedures, all students are required to submit proof of identity prior to enrolling in classes at OKWU. Proof of identity with valid documentation (as identified below) must be provided to OKWU personnel prior to admission to the university and prior to being issued online access to university systems, including the LMS. The OKWU policy identifies those documents the university will accept for purposes of this Identity Verification policy, including official, government-issued and unexpired documents such as a driver's license, passport, or state-issued identification card.

Login Security:
All users in LMS have discrete user names and passwords. Access is limited by, and determined by, the user's role, and although users may have more than one role, OKWU

has the ability to track logins and changes to guard against unauthorized access. Individual myOKWU Login accounts are created through an automated process based on data from OKWU's Student Information System and enrollment data maintained by the Registrar's Office. Students are not added to the corresponding course in LMS until they have registered for courses. It may take up to 24 hours after the student is enrolled in the course before the student is populated in the course in LMS. The login security exercised for LMS also applies to systems that facilitate registration: bill-paying, student e-mail, and financial aid.

In addition to the measures set forth above, the LMS log-in process is secured by multifactor authentication (MFA) to ensure that only the student has access to his/her myOKWU login. This means that each time a student logs in to a LMS, he/she may be prompted to provide a one-time password (OTP) code send to a registered email address or phone number or to answer two of three security questions created by the student. While the student may opt to "Trust the device," the system will invoke the MFA challenge when suspicious activity is detected. Suspicious activity includes, but is not limited to, changes in time zone, IP address, state, and/or country. Access is not granted to LMS unless the MFA challenge is successfully completed.

Other Technology to Promote Academic Integrity:
OKWU also uses originality checking software, which scans student work for plagiarism and alerts instructors when student work lacks originality.

Fees: OKWU does not charge students for its identity verification procedures.

Privacy: Oklahoma Wesleyan University is compliant with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, which protects the privacy of student educational records. Further information is available in the university's privacy policy.