

## **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 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 to 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 before enrollment
2. Login security
3. Other technologies and systems to promote academic integrity

### **Proof of Identity Prior to Enrollment:**

As outlined in the OKWU policies and procedures, all students must submit proof of identity before enrolling in classes at OKWU. In addition, proof of identity with valid documentation (as identified below) must be provided to OKWU personnel before admission to the university and before being issued online access to university systems, including the LMS. The OKWU policy identifies documents the university will accept for 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 the LMS have discrete user names and passwords. Access is limited by and determined by role, and though users may have more than one role, OKWU can track logins and changes to guard against possible ethical violations.

Individual myOKWU Login accounts are created through an automated process based on data from enrollment maintained by the Registrar's Office. Students are not added to the corresponding course in LMS until they have registered for courses. Therefore, 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 above, the LMS login process is secured by multifactor authentication (MFA) to ensure that only the student can access his/her myOKWU login. Each time a student logs in to the LMS, he/she may be prompted to provide a one-time password (OTP) code sent to a registered e-mail 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 or utilizes AI assistance.

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

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