Title: Verification of Student Identity	
Originated By: Marilyn Mahan, Vice President Instructional Services	
Signature August 10, 2009 Date	
Reviewed:	
Signature Date	
Approved: August 10, 2009	**Revised: Jim Genandt, March 2017**

Policy Statement: This policy was developed in response to Public Law 110-315, the Higher Education Opportunity Act (HEOA) of 2008, Section 602.17, Subsection G., which addresses the way in which online postsecondary institutions verify and validate that the students who are awarded college degrees actually completed the coursework.

Rational: The HEOA requires institutions that offer distance education or correspondence education to have processes in place through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in, completes the course or program, and receives the academic credit.

The institution meets the requirement if it:

1. Verifies the identity of a student who participates in class or coursework by using methods, such as—
   i. A secure login and pass code or proctored examinations; and
   ii. New identification technologies as they become widely accepted; and
2. Does not use or rely on technologies that interfere with student privacy (H.R. 4137: HEOA, 2007).

Procedure:

1. Once an MATC admissions application is processed, each student receives a username, *FirstnameLastname*, and a temporary password that is automatically generated.
   a. The student receives an initial admissions email at their personal email address provided on the admissions application containing their username, temporary password, student email address, and a link to reset the temporary password.
   b. To change the temporary password, students will follow the provided link and use their username and temporary password provided in the initial admissions email.
   c. This login information allows access to the computer system, student email, and learning management system (LMS) used for online coursework.
2. While online coursework is accessible via the LMS, one proctored testing event is required per 8 weeks.
   a. Computer-based testing (CBT) is used for the majority of proctored exams
      i. Depending on number of students testing and the student location, students test in the Learning Resource Center (LRC), a computer lab set up for that purpose, or an approved and verified proctor site

      ii. CBT exams are administered via the LMS

     iii. After completing the CBT test, the student submits the exam and the testing session closes

  b. Some exams are administered via paper

      i. Depending on number of students testing and the student location, students test in the LRC, a computer lab set up for that purpose, or an approved and verified proctor site

     ii. The paper exams are in the possession of the proctor until the exam begins

     iii. After completing the paper test, the student submits the exam to the proctor

Policy Revisions:

This policy will be revised in an ongoing manner based on:

1. Mandates handed down by the U.S. Department Education via our primary accrediting body; the Higher Learning Commission
2. Mandates handed down by the Kansas Board of Regents, and/or other appropriate program accreditation agency
3. Changes in online teaching and/or testing methodologies
4. Changes in available technology