***Student Identity Verification Policy***

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2088, Public Law 100-315, concerning the verification of student identity in distance learning, Institute of American Indian Arts has established and will periodically evaluate its process to confirm that a person who has accepted admission to the college is the same student that participates in, completes, and receives credit for the course. To authenticate identities, IAIA will use one or more of the following methods for verification:

* Secure login with username and password
* Proctored examinations
* New or emerging technologies and practices that are effective in verifying student information.

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information, and the College’s Privacy Policy.

Personally identifiable information collected by the college may be used as the basis for identity verification. This information may include a combination of the following:

* IAIA-issued Student ID card
* State-issued driver’s license or ID card, or valid passport
* Birth Certificate
* Social Security Card
* Official Tribal Enrollment Documents
* At least 2 other pieces of information such as the student’s email address on file, date of birth, address, or username.

*Identity verification process*

Each student at IAIA is assigned a unique username and password to log into the college learning management system (Currently Canvas). Students are responsible for providing their complete and true identity information in any identification verification process.

All users of the college system: Canvas or Student Information System (Empower) are responsible for maintaining the security of usernames, passwords and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user’s password or attempts to gain unauthorized access to another person’s file or mail is prohibited. It is against college policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

*Faculty:* Faculty teaching courses through distance education methods hold primary responsibility for ensuring that students comply with the college identity verification policy. As technology and personal accountability are not absolute in determining a student’s identity, faculty members are encouraged to design courses that use assignments and evaluations that support academic integrity.

*Identity Verification for Exam Takers*

Students taking an in-person proctored examination at IAIA, or any campus holding an MOU or Articulation Agreement with IAIA, will be authenticated at the time of the exam by presenting a valid form of photo identification. Students taking an online synchronous exam will be authenticated via a video zoom requirement. Students taking an online asynchronous exam will be authenticated via their Canvas and Empower log-in credentials.