



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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## **POLICY TITLE:**

**KYSU Online Student Identity Verification Policy**

## **VOLUME, SECTION & NUMBER:**

**1.3.20**

## **ENTITIES AFFECTED:**

**Students in online courses**

## **ADMINISTRATIVE AUTHORITY:**

**Information Technology**

**Office of Online Education**

## **APPROVED BY:**

**Information Technology**

**The Kentucky State University Board of Regents**

## **EFFECTIVE DATE:**

**6/12/2026**

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## **PURPOSE:**

The Online Student Identity Verification Policy converges with many other policies and procedures of Information Technology Services at Kentucky State University to ensure that students who register for online courses are the same individuals who complete the course requirements for credit through academic engagement.<sup>1</sup>

## **POLICY STATEMENT:**

Students who register for online courses offered in the KYSU Online programs must be the same individuals who complete the requirements of their online courses, including academic engagement with faculty and classmates, course assignments, and assessments of course learning outcomes. Only registered students can access technology resources, such as the Learning Management System, and complete coursework for credit awarded to the registered student's transcript.

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<sup>1</sup> See the Information Technology policies posted here: <https://www.kysu.edu/finance-and-administration/information-technology/policies-procedures.php>



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Admitted students are assigned a Kentucky State University email account, which they will use to access the technology resources and Learning Management System housing their online courses and learning resources. The Kentucky State University account is part of the kysu.edu domain and conforms to the security protocols of KSU's Information Technology Services.<sup>2</sup>

Students must abide by the Information Technology policies and procedures for acquiring a KSU computing account, securing it, authenticating their access to it, and securely accessing the data, educational content, and technology resources of Kentucky State University.

### PROCEDURES:

When students enroll at Kentucky State University, they are assigned a University computing account on the kysu.edu domain.<sup>3</sup> This account is associated with their KSU ID, which the Registrar assigns. After students log in to their University account, they must create a password that resets every 180 days, conforming to the following criteria:

- Passwords must be at least 12 characters in length.
- Passwords must contain at least:
  - One (1) UPPER-CASE alphabet character
  - One (1) lower-case alphabet character
  - One (1) special character (e.g., \*, %, !, etc.) or number not containing any part of your name or username, not be a password you have used in the past two years
- Passwords expire every 180 days.<sup>4</sup>

In addition to this account password security, the University computing accounts require multi-factor authentication.<sup>5</sup> Once students complete account set-up, they use their KSU computing account to log on to the KYSU Online learning management system to access their courses.<sup>6</sup> Students can access their courses and learning resources only if their KSU computing account (on the kysu.edu domain) has been assigned to the course by the Learning Management System Administrator in coordination with the Registrar's Office and the Office of Online Education. This ensures that only students who have completed course registration as confirmed by the Registrar are granted access permissions to credit-bearing courses.

Students also use their computing accounts to access enterprise applications, such as Microsoft 365. The files created in these apps are uploaded into the Learning Management System and associated with their user ID, course, and relevant assignment for grading by the course instructor. Students are

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<sup>2</sup> [https://www.kysu.edu/documents/information-technology/Security\\_Access\\_Control\\_Policy.pdf](https://www.kysu.edu/documents/information-technology/Security_Access_Control_Policy.pdf)

<sup>3</sup> <https://www.kysu.edu/finance-and-administration/information-technology/ksu-computing-accounts.php>

<sup>4</sup> <https://www.kysu.edu/finance-and-administration/information-technology/account-information-faq.php>

<sup>5</sup> <https://www.kysu.edu/finance-and-administration/information-technology/two-factor-authentication.php>

<sup>6</sup> <https://www.kysu.edu/finance-and-administration/information-technology/blackboard-login.php>



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required to use the University computing account to communicate with faculty, staff, and classmates. This involves email communication through the LMS, Microsoft Outlook, and Microsoft Teams. Likewise, the administrators, faculty, and staff communicate with students using an official email address.

- To uphold the academic conduct policies of KYSU Online, students are not permitted to enlist another individual or individuals to complete any course requirements on behalf of the student. See *1.3.6 KYSU Online Academic Code of Conduct* (excerpt below).

Academic Integrity is a fundamental value of Kentucky State University's community of students, faculty, and staff. The University wishes to promote the highest and most honorable pursuit of intellectual achievement and emphasize the importance of in acts of academic dishonesty may be subject to sanctions. Any student who knowingly assists in any form of academic dishonesty may also be subject to sanctions. Academic dishonesty can occur in several forms, some of which include cheating, plagiarism, and forgery. Each student is responsible for understanding the definitions of cheating, plagiarism, and forgery. The definitions are presented here and/or can be found in the KYSU Online Academic Code of Conduct, which describes the processes for the investigation and determination of academic dishonesty or misconduct.

*Cheating* is the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work that is considered in the determination of a course grade.

*Forgery* is falsely recording the signature of an advisor, instructor, or any University official on any official University academic document.

*Plagiarism* is the intentional or unintentional act of submitting the work of another as one's own. If a student has any uncertainty regarding plagiarism in the submission of any class material, he or she should discuss the matter with the instructor prior to submission of the material.

Examples of plagiarism include: submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit; and *employing or permitting another person to produce, alter, or revise material that the student submits as his or her own work.*

- To uphold the Information Technology policies and information security protocols of Kentucky State University,<sup>7</sup> students are not permitted to give others access to their University computing account.
  - The policy, *Use Of University's World Wide Web/Internet – Students*, says it is a violation for students to – “Whether by email or other Internet resources with a login account assigned to someone else. Forgery or attempted forgery of email messages is prohibited.”<sup>8</sup>
  - “Acceptable conduct in and use of this environment must conform to: existing University policies, guidelines, and codes of conduct; KSU's Internet, Intranet, E-mail, Intellectual

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<sup>7</sup> [https://www.kysu.edu/documents/information-technology/Security\\_Policy.pdf](https://www.kysu.edu/documents/information-technology/Security_Policy.pdf)

<sup>8</sup> [https://www.kysu.edu/documents/information-technology/IT-IM-07-2013\\_PolicyInternetForStudents\\_Final.pdf](https://www.kysu.edu/documents/information-technology/IT-IM-07-2013_PolicyInternetForStudents_Final.pdf)



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Property and Information Resource Policies; KSU Board of Regents policies and guidelines; the usage guidelines of other networks linked to KSU's networks or computer systems, and existing local, state, and federal laws."<sup>9</sup>

- See also the policy statement, *4.3.1 Appropriate Usage (Information Technology)*.<sup>10</sup>

### RELATED POLICIES/DOCUMENTS:

See the Information Technology policies listed in Volume 4 on the KSU website.<sup>11</sup>

Information Security Policy<sup>12</sup>

Information Technology Appropriate Usage Policy<sup>13</sup>

Security Awareness and Training<sup>14</sup>

Access Control Policy<sup>15</sup>

Information Technology: Audit and Accountability<sup>16</sup>

Data Classification Policy<sup>17</sup>

Security Incident Response Policy and Procedure<sup>18</sup>

University Data Policy<sup>19</sup>

Use of University Electronic Mail (E-Mail)<sup>20</sup>

Password Policy<sup>21</sup>

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<sup>9</sup> See the Kentucky State University policies posted here: <https://www.kysu.edu/finance-and-administration/information-technology/policies-procedures.php>

<sup>10</sup> [https://www.kysu.edu/documents/information-technology/ITIM012013\\_AppropriateUsePolicy\\_Final.pdf](https://www.kysu.edu/documents/information-technology/ITIM012013_AppropriateUsePolicy_Final.pdf)

<sup>11</sup> <https://www.kysu.edu/policies/volume-4-finance-administration.php>

<sup>12</sup> [https://www.kysu.edu/documents/information-technology/Security\\_Policy.pdf](https://www.kysu.edu/documents/information-technology/Security_Policy.pdf)

<sup>13</sup> [https://www.kysu.edu/documents/information-technology/ITIM012013\\_AppropriateUsePolicy\\_Final.pdf](https://www.kysu.edu/documents/information-technology/ITIM012013_AppropriateUsePolicy_Final.pdf)

<sup>14</sup> [https://www.kysu.edu/documents/information-technology/Security\\_Awareness-\\_Training\\_Policy.pdf](https://www.kysu.edu/documents/information-technology/Security_Awareness-_Training_Policy.pdf)

<sup>15</sup> [https://www.kysu.edu/documents/information-technology/Security\\_Access\\_Control\\_Policy.pdf](https://www.kysu.edu/documents/information-technology/Security_Access_Control_Policy.pdf)

<sup>16</sup> [https://www.kysu.edu/documents/information-technology/Audit\\_and\\_Accountability.pdf](https://www.kysu.edu/documents/information-technology/Audit_and_Accountability.pdf)

<sup>17</sup> [https://www.kysu.edu/documents/information-technology/Data\\_Classification\\_Policy.pdf](https://www.kysu.edu/documents/information-technology/Data_Classification_Policy.pdf)

<sup>18</sup> [https://www.kysu.edu/documents/information-technology/Security\\_Incident\\_Response.pdf](https://www.kysu.edu/documents/information-technology/Security_Incident_Response.pdf)

<sup>19</sup> [https://www.kysu.edu/documents/information-technology/IT\\_IM\\_09\\_2013DataPolicyFinal.pdf](https://www.kysu.edu/documents/information-technology/IT_IM_09_2013DataPolicyFinal.pdf)

<sup>20</sup> [https://www.kysu.edu/documents/information-technology/IT-IM-02-2013\\_EMAIL\\_Policy\\_Final.pdf](https://www.kysu.edu/documents/information-technology/IT-IM-02-2013_EMAIL_Policy_Final.pdf)

<sup>21</sup> <https://www.kysu.edu/documents/information-technology/IT-IM-11%20Password%20Policy%20for%20KSU%20ONE%20LOGIN%20accounts-2020.pdf>



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Use of the University's World Wide Web/Internet - Students<sup>22</sup>

1.3.6 KYSU Online Academic Code of Conduct

4.3.1 Appropriate Usage (Information Technology)<sup>23</sup>

## STATUTORY OR REGULATORY REFERENCES:

The 2024 SACSCOC Principles of Accreditation, Standard 10, references the SACSCOC Distance Education Policy, which states that institutions should ensure students taking online courses are the same individuals who enrolled and registered:

“An institution that offers distance or correspondence education:

- (a) ensures that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit.
- (b) has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.
- (c) ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity.”<sup>24</sup>

The SACSCOC Distance Education and Correspondence Courses Policy Statement says the following:

“At the time of review by SACSCOC, the institution demonstrates that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (1) a secure login and password/passcode, (2) proctored examinations, and (3) new or other technologies and practices that are effective in verifying student identification (See Standard 10.6 [Distance and correspondence education]).”<sup>25</sup>

## POLICY OWNER/INTERPRETING AUTHORITY:

The Office of Online Education

Information Technology

## DOCUMENT DATE AND VERSION:

10/04/2024 – 2024.10.04\_KYSU\_Online Student Identity Authentication Policy\_v1.docx

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<sup>22</sup> [https://www.kysu.edu/documents/information-technology/IT-IM-07-2013\\_PolicyInternetForStudents\\_Final.pdf](https://www.kysu.edu/documents/information-technology/IT-IM-07-2013_PolicyInternetForStudents_Final.pdf)

<sup>23</sup> <https://www.kysu.edu/policies/files-for-volumes/appropriate-usage-4-3-1.pdf>

<sup>24</sup> <https://sacscoc.org/app/uploads/2024/01/2024PrinciplesOfAccreditation.pdf>

<sup>25</sup> <https://sacscoc.org/app/uploads/2019/07/DistanceCorrespondenceEducation.pdf>