

POLICY TITLE
**Fees for Student Identity Verification in
Distance Education and Online Courses**

POLICY NUMBER
2-008

Responsible Unit: <i>Office of E-Learning</i>	Effective Date: <i>07/01/2019</i>
Responsible Official: <i>Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Enrollment Management</i>	Origination Date: <i>June 30, 2019</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is twofold: 1) to provide transparency regarding fees associated with student identify verification for distance education and online courses, and 2) to ensure that the student who registers in a distance education or online course or program is the same student who participates in and completes the course program or receives the credit.

This policy is required for compliance with SACSCOC Standard 10.6 (c), which states that:

An institution that offers distance or correspondence education:

(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.

The proposed policy will state:

“At this time, *Southern University and A&M College* and *Southern University Online* do not impose any additional charges specifically related to verification of student identity. Students enrolled in *distance education* and *online classes* in which proctored exams are required may incur charges imposed by the proctoring site they choose. Students may obtain a list of proctors located within their geographic area along with any associated fees on the SUS Online Services website.”

II. POLICY SCOPE AND AUDIENCE

This policy shall be applicable to all students enrolled in distance education and online courses offered by Southern University and A&M College, and Southern University Online.

III. POLICY COMPLIANCE

There are no consequences to a student who fails to comply with the policy. The burden of adherence and compliance falls upon the university to make the policy readily apparent and to notify students promptly of any changes to the policy.

IV. POLICY DEFINITIONS

For purposes of this policy, the following definitions apply:

Southern University and A&M College – refers to academic departments' courses delivered online via the LMS that are offered independently of an online degree program.

Southern University Online – refers to the Southern University and A&M College educational enterprise that offers courses delivered 100% online via the LMS that lead to online bachelors, masters, or doctoral degrees that are designed to be delivered 100% online.

Online Course - refers to a course delivered 100% via the LMS.

Distance Education - refers to a course offered at a site other than the main campus and not exclusively online via the LMS.

V. POLICY IMPLEMENTATION PROCEDURES

Upon adoption, the policy needs to be placed prominently on the Southern University Online webpages, in the Graduate and Undergraduate Catalogs, and Student Handbooks.

VI. POLICY RELATED INFORMATION

SACSCOC Distance and Correspondence Education Policy Statement

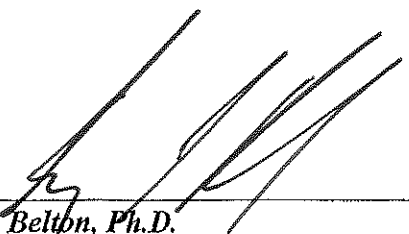
VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy which should be reviewed annually as part of the annual Southern University Online self-assessment using the OLC Quality Scorecard.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL



Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy



The Honorable Domoine Rutledge
Chair - Southern University System Board of Supervisors

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