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| <b>Policies of the University of North Texas</b>   | Chapter 07             |
| <b>07.002 Student Identity Verification, Privacy, and Notification in Distance Education Courses</b> | <b>Student Affairs</b> |

**Policy Statement.** UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

**Application of Policy:** All University.

**Definitions.**

1. **Distance Education Courses.** “Distance education courses” means a course in which the majority of the instruction (more than 50%) occurs when students and instructors are not in the same place.
2. **On-Campus Testing Facility.** “On campus testing facility” means a unit that proctors examinations for online courses on the physical campus.
3. **Third-party Remote Proctor.** “Third-party remote proctor” means a service that allows students to take proctored exams online from anywhere using a webcam and the Internet.

**Procedures and Responsibilities.**

- I. **Student Identity Verification in Distance Education Courses.** UNT ensures that a student who registers in a distance education course is the same student who completes the coursework and receives credit, as detailed below:
  - A. UNT assigns students a unique student identification number called Enterprise User ID (EUID) upon admission to UNT. Students must create secure passwords and must use these secure credentials to access campus systems where identity verification is necessary. Students must authenticate their EUID and password each time they access their distance education courses hosted on UNT’s learning management system (LMS).
  - B. Proctored examinations are another option that faculty may employ to ensure that students enrolled in courses are the ones taking the exams. UNT provides guidance for faculty to select appropriate solutions for their assessment strategies.
  - C. Students are responsible for providing complete and true information about themselves in all identity verification processes, in compliance with UNT Policy 14.002 Information Security.

**Responsible Party.** Academic Affairs, Faculty, Information Technology, and Students

- II. Protection of Student Privacy in Distance Education Courses. UNT provides written procedures for protecting the privacy of all university students, including those enrolled in distance education courses and programs, as outlined in UNT's FERPA (07.018) and Information Security policies. In addition, written procedures regarding the terms of privacy for the LMS are published on UNT's website.

Responsible Party. Academic Affairs, Enrollment Management, Finance and Administration, and Information Technology

- III. Required Notifications to Students Enrolled in Distance Education Courses.

- A. UNT will notify students of any mandatory face-to-face or synchronous (e.g., web conference) meetings, including those for examinations or orientation sessions for all distance education courses. UNT will publish these meeting times and, where applicable, locations in the Schedule of Classes by the time courses are made available for registration, to ensure students are notified of these requirements prior to enrollment.
- B. UNT will provide an on-campus testing facility that faculty may reserve for proctored exams. There are no charges to students or faculty for using this facility.
- C. UNT will provide access to a contracted third party remote proctor vendor for off-site exam proctoring to verify student identity. There are no additional charges to students associated with the use of the contracted third party vendor.
- D. If a faculty member chooses a proctor other than the on-campus testing facility or UNT's contracted vendor, faculty must notify students of any costs associated with the proctor to verify student identity. UNT will publish these costs in the Schedule of Classes by the time courses are made available for registration to ensure students are notified of these charges prior to enrollment.

Responsible Party. Academic Affairs, Faculty, Enrollment Management, and Finance and Administration

### **References and Cross-references.**

SACSCOC 4.81 Distance and Correspondence Education  
SACSCOC 4.82 Distance and Correspondence Education  
SACSCOC 4.83 Distance and Correspondence Education  
UNT Policy 07.018, FERPA  
UNT Policy 14.002, Information Security

### **Forms and Tools.** N/A

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Effective: 12/14/2016

Revised: