

## **Columbus State University Procedure for Notifying Students of Identity Verification Charges**

Columbus State University (CSU) has a written procedure to notify students of any projected additional student charges associated with verification of student identity in online courses at the time of registration or enrollment. The procedure is consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principle of Accreditation 10.6 (Distance and Correspondence Education).

### **Procedure:**

Faculty members teaching online courses will disclose any projected charges that a student may incur which are associated with the verification of the student's identity in the course. This information will be published in the course schedule each term prior to the start of registration. Such charges may include, but are not limited to, online proctoring services, face-to-face proctoring services, and equipment such as web cameras.

### **Procedure:**

1. Faculty members will include information about any projected charges that a student may incur which are associated with the verification of the student's identity in the course on the "Section Data Entry" spreadsheet completed during the schedule development process.
2. This information will include the source of the charges (i.e. online proctoring service) and an estimate of the charges.

Example: Three exams in this course will require the use of the WatchingU online proctoring service during this course. Each proctored session will cost \$20.

3. Shared Administrative Services personnel completing section data entry for each department and college will include the information provided by the faculty member in the "course comments" section in Banner.
4. The information will be displayed in the course schedule so that students are aware of any additional projected charges prior to registering for the course.