



## **DISTANCE LEARNING STUDENT VERIFICATION, PRIVACY/SECURITY AND NOTIFICATION PROCEDURES**

In accordance with the College's [Distance Learning](#) policy, courses offered through distance learning must meet the same requirements and quality standards as those established in credit courses offered through traditional means. As the majority of distance learning credit-bearing coursework is offered when there is a physical separation of the teacher and learner and when communication and instruction take place through, or are supported by, any technological means, additional policies and procedural requirements are in place that include but are not limited to student verification, privacy and security, and notification of potential additional costs associated with specific distance learning course and testing requirements.

### ***Verification of Student Identity***

The College is committed to ensuring the student who registers in a distance learning course or program is the same student who participates in and completes the course or program. To accomplish this, Delgado has implemented procedures to verify the identity of each student who participates in a distance learning course and coursework. This is achieved through a secure login and passcode required for each student to participate in the distance learning class.

In addition, Delgado distance learning classes may require proctored (supervised) exams or learning activities associated with verification of the student's identity. Where possible, distance learning students may have the option to go to a Delgado Community College campus/site or to a convenient off-campus location as approved by the instructor. Some courses require use of technology and a proctored testing software or service to verify the student's identity. The College reserves the right to implement new or other technologies and practices for verifying the identity of students participating in learning activities or examinations when deemed appropriate for the course. Delgado students are responsible for checking with the instructor before the distance learning course begins to ensure that any projected additional costs and the student's schedule and location allow for successful completion of all course and testing requirements.

### ***Privacy and Security***

In accordance with Delgado Community College's [Student Records policy](#), the College is committed to ensuring the privacy, security and integrity of its student records and the personal information of all students, including those enrolled in all distance learning courses and programs. The College has established rules for maintaining and disclosing information on students at the College. Delgado does not actively share personal information gathered from its students, including students enrolled in distance learning courses and programs.

In fulfilling this mission, the College is committed to providing a secure yet open network that protects the integrity and confidentiality of information resources while maintaining its accessibility. To accomplish this, the College has developed comprehensive, written procedures in its [Information Technology Security Policy](#), which constitutes a College-wide program to address security issues related to the safety and integrity of information maintained on Delgado's computerized information systems through technology resources.

***Notification of Projected Additional Charges for Online Course and Testing Requirements***

As some distance learning courses may require use of technology and proctored testing software or services, additional fees may be assessed. Delgado ensures that students are notified regarding the tuition and fees for distance learning courses, as well as the potential for additional student charges associated with verification of student identity, at the time of registration or enrollment through the respective *Student Handbook* for that semester or session. Estimated proctoring charges are published in the *Student Handbook* for courses in which online monitoring is required. However, as course and testing requirements may vary by course, Delgado students are notified in the *Student Handbook* regarding their responsibility for checking with the instructor before the distance learning course begins to ensure that any projected additional costs and the student's schedule and location allow for successful completion of all course and testing requirements.

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***Policy Reference:***

Delgado Policy and Procedures Memorandum, [Distance Learning](#)

Delgado Policy and Procedures Memorandum, [Student Records](#)

Delgado Policy and Procedures Memorandum, [Information Technology Security Policy](#)

***Review/Approval:***

Ad Hoc Distance Learning Accreditation Compliance Subcommittee 10/10/14

Instructional Technology Committee 10/30/14

Distance Learning and Instructional Technology Council 10/30/14

Academic Affairs Council 11/6/14