Subject: Mandatory Syllabus Addition to All Online Courses

Dear Colleagues,

With the summer semester upon us, this e-mail is for all faculty teaching online courses during the summer to clarify an important new policy we’ll begin implementing this semester.

- SACS and federal guidelines require that all online courses demonstrate procedures in place to verify that the student who registers for the course is the same student who participates in the course and completes the course work. The most common methods for accomplishing this are the employment of secure log-in and passwords, as used by Moodle, and/or proctored examinations. In addition, students must be notified in writing of any additional fees that may be required of students for identity verification in an online course. To this end, the UNO Syllabus Requirements now include a required syllabus statement on student verification for all online courses. While the chosen verification method is the instructor’s choice, we encourage you this summer to begin considering the methods used to verify student identity in your online courses. Academic policy on student verification is currently being drafted, and while Moodle passwords are an option, they are also the easiest to circumvent. Selected on-campus or online proctored exams are also an option, as are web conferences and specific assignments crafted to ensure student identity. While the verification methods used will vary depending on the course, whichever options you choose for your courses, please be sure to include the required statement on all syllabi for online courses.

- To assist faculty in verifying student identity in online courses, we have also begun partnering with Proctor U, a nationally-recognized online exam proctoring service. Proctor U provides a convenient, affordable, and secure way for students to complete exams from any location using a computer, webcam, and reliable internet connection. If you include a proctored exam in your requirements, please inform students that if they cannot attend an exam scheduled on campus, they may take it via Proctor U. The schedule of Proctor U fees can be found on our online testing page at http://www.uno.edu/globaluno/online-testing.aspx and more information about Proctor U can be found on our UNO portal page at http://www.proctoru.com/portal/uno. To arrange to use Proctor U in your online courses this summer, or with any questions, please contact Dr. Daniel Gonzalez at the Office of Instructional Technology at (504) 280-7133 or dgonzal1@uno.edu.

- Please place the following statement in your syllabus:

  To ensure academic integrity, all students enrolled in distance learning courses at the University of New Orleans may be required to participate in additional student identification procedures. At the discretion of the faculty member teaching the course, these measures may include on-campus proctored examinations, off-site or online proctored examinations, or other reasonable measures to ensure student identity. Authentication measures for this course are identified below and any fees associated are the responsibility of the student.

  [Insert information regarding selected authentication measures and fees. If applicable to your
course, please include the following Proctor U statement.

The University of New Orleans partners with Proctor U, a live, online proctoring service that allows students to complete exams from any location using a computer, webcam, and reliable internet connection.