

**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 Federal Requirement 4.8 as stated in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 2012 edition of the Principles of Accreditation: Foundation for Quality Enhancement. This procedure was approved by the CSU Academic Council on February 28, 2012.

**FR 4.8 An institution that offers distance or correspondence education documents each of the following:  
(Distance and correspondence education)**

**4.8.3 has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.**

**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 "Distance Education Section Information" form (see pages 2-3) 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. Individuals completing section data entry for each department or 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.

**Distance Education Section Information**  
**Technology outside of, in addition to, or in place of normal course meeting times**

CRN \_\_\_\_\_ to be assigned by section data entry person Special Rate Program?  Yes  No \_\_\_\_\_

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Subject \_\_\_\_\_ Course Number \_\_\_\_\_

Credit Hours \_\_\_\_\_ Lecture hours \_\_\_\_\_ Lab hours \_\_\_\_\_

Max Enrollment \_\_\_\_\_

Instructor (s) \_\_\_\_\_

Course Comment- (include on campus dates, identify verification cost\*, and percent course is offered online)- SSATEX in Banner

Example:  
 Course offered 100% online. No on campus orientation and no additional charges related to student identity verification associated with this course

Does this course have set meeting times?  Yes  No  
 If yes fill out the rest of this block

Meeting Days – not Orientation

Lab        \_\_\_\_\_ Preferred Room

U M T W R F S

Lec

Lec Meeting times \_\_\_\_\_ to \_\_\_\_\_ Online?  Yes  No

Lab Meeting times \_\_\_\_\_ to \_\_\_\_\_ Online?  Yes  No

Alternate Meeting Days and Times & Orientation Dates \_\_\_\_\_

Part of Term \_\_\_\_\_

Cross listed?  With \_\_\_\_\_

Outreach?  Location \_\_\_\_\_

Topics Course?  Topic \_\_\_\_\_

**Distance Education Information**

|   |   |                               |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
|---|---|-------------------------------|---------------------|--|--------------------------|----------------------------------|-------|--------------------------|----------------------------------|-----------|--------------------------|----------------------------------|----------------------------|--------------------------|----------------------------------|------------|--------------------------|----------------------------------|----------|--------------------------|----------------------------------|-----------------------|--------------------------|----------------------------------|--------|--------------------------|----------------------------------|-----|--------------------------|----------------------------------|-------|-----|------|------------------------------|
| <p><b>Distance Education Usage Category- Instructional Method</b></p> <p><input type="checkbox"/> _____ % Fully at a distance</p> <p><input type="checkbox"/> _____ % Partially at a Distance</p> <p><input type="checkbox"/> _____ % Reduced Seat Time- DE Technology Used</p> <p><input type="checkbox"/> _____ % No Reduced Seat Time- DE Technology Used</p> <p>URL/Web Address _____</p> | <p><b>Delivery Technology</b></p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><b>Primary<br/>(one only)</b></td> <td style="text-align: center;"><b>Technology %</b></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>Video</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>Satellite</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>Two-way interactive (VIIP)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>Television</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>Internet</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>Print Based Materials</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>CD-Rom</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>DVD</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> _____ %</td> <td>Other</td> </tr> <tr> <td align="right">Sum</td> <td align="right">100%</td> <td>Columns should total to 100%</td> </tr> </table> | <b>Primary<br/>(one only)</b> | <b>Technology %</b> |  | <input type="checkbox"/> | <input type="checkbox"/> _____ % | Video | <input type="checkbox"/> | <input type="checkbox"/> _____ % | Satellite | <input type="checkbox"/> | <input type="checkbox"/> _____ % | Two-way interactive (VIIP) | <input type="checkbox"/> | <input type="checkbox"/> _____ % | Television | <input type="checkbox"/> | <input type="checkbox"/> _____ % | Internet | <input type="checkbox"/> | <input type="checkbox"/> _____ % | Print Based Materials | <input type="checkbox"/> | <input type="checkbox"/> _____ % | CD-Rom | <input type="checkbox"/> | <input type="checkbox"/> _____ % | DVD | <input type="checkbox"/> | <input type="checkbox"/> _____ % | Other | Sum | 100% | Columns should total to 100% |
| <b>Primary<br/>(one only)</b>   | <b>Technology %</b>   |                               |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | Video                         |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | Satellite                     |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | Two-way interactive (VIIP)    |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | Television                    |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | Internet                      |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | Print Based Materials         |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | CD-Rom                        |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | DVD                           |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| <input type="checkbox"/>  | <input type="checkbox"/> _____ %  | Other                         |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |
| Sum   | 100%  | Columns should total to 100%  |                     |  |                          |                                  |       |                          |                                  |           |                          |                                  |                            |                          |                                  |            |                          |                                  |          |                          |                                  |                       |                          |                                  |        |                          |                                  |     |                          |                                  |       |     |      |                              |

**Complete the next page if the section requested is 51% or more at a distance \*\***

| Campus Code Reference Table for Section Data Entry |                                    |                         |                               |
|--|------------------------------------|-------------------------|-------------------------------|
| ALL COLLEGES/DEPARTMENTS                           |                                    | COEHP                   |                               |
| Campus Code  | Programs                           | Campus Code             | Description                   |
| DW   | Distance Ed - West Point Campus    | DED                     | Doctor in Education           |
| F  | Off Campus - without distance tech | GML                     | GOML classes                  |
| A  | Dist. Ed Less than 95% online      | VED                     | Online Master Ed Leadership   |
| VG   | 95% or more Dist. Ed Graduate      | <b>Special Programs</b> |                               |
| VU   | 95% or more Dist. Ed Undergrad     | Campus Code             | Description                   |
| COBCS  |                                    | E                       | Exchange Contract - CIE       |
| Campus Code  | Description                        | J                       | Edge Hill - CIE               |
| MBA  | Web MBA                            | K                       | ISEP Reciprocal - CIE         |
| S  | Online MS Computer Science - CPSC  | L                       | ISEP Transient - CIE          |
| W  | WebBSIT - WBIT                     | M                       | Tuition/Fees Reciprocal - CIE |
|  |                                    | N                       | Oxford Visiting Students- CIE |
|  |                                    | X                       | Mandatory Fees Only - MCG     |

**Complete this section if the section requested is 51% or more at a distance \*\***

**2. Course Learning Outcomes/Objectives**

**3. Required Materials (include any on campus dates for testing)**

**4. Technical Requirements**

**2. Course learning objective/outcomes should be measurable.**

**3. Required Materials: Describe the physical materials and extra testing fees required for the course- This includes books, computer, mouse, keyboard, web-cam, headset, microphone, speakers, jump drive, CD's, DVD's, calculator, Identity Verification Costs\* - anything tangible the student may need for the class, plus anything that may incur the student additional cost.**

Example: The required text for this course is Visual Basic 6.0 brief course, Glencoe/McGraw-Hill, by Emmett Dulaney. Access to computer with mouse and keyboard are required. It is recommended that you purchase a 'jump' drive if you intend to work exercises on different or multiple computers. I will try to make available student versions of Visual Basic 6.0. Student must complete 3 online exams through ProctorU at a cost of \$20 per exam. Testing fees are paid by the student directly to ProctorU

**4. Technical Requirements: Describe the specifics of the technology required. Include the different networks a student must have access to as well as any software applications they should be familiar with or have access to. Some of the required materials, like a computer, will be and should be re-listed here. For such items in this area elaborate on the system requirements and specifics of functionality for the technology.**

Example: Students will need access to the Cougar View and CougarNet networks. Access will be created upon enrollment in CSU. This is a web based course and requires no installations by students or university, apart from standard downloadable plugins to enhance browser function. Students can login to the course web site from any multimedia PC which has: internet access, mouse, keyboard, Pentium 3 or higher processor, and at least 512MB of RAM. The course web site will only work using Internet Explorer version 6.0 or higher. Note: Familiarize yourself with the CougarNet myCourses tab as we will be using this web site as our main form of communication and extensively for discussing, assigning, and submitting projects.

**\* Identity Verification Costs: Please include any charges related to verification of the student's identify.**

Information should include the source of the charges (i.e. online proctoring service, required face-to-face proctoring at a testing center, etc.) and an estimate of the charges. Example: Student must complete 3 online exams through ProctorU at a cost of \$20 per exam. Testing fees are paid by the student directly to ProctorU. If there are no costs associated with identity verification for this course, please use the following statement in this section "There are no additional charges related to student identity verification associated with this course."

**\*\* All courses taught 51% or more online will be listed on <http://www.georgiaonline.org/>. National listing will also put your course on the [Southern Regional Education Board's Electronic campus](#) searchable database. If you would like to be listed nationally or to not have your course listed on the GOML website contact [devries\\_nicole@columbusstate.edu](mailto:devries_nicole@columbusstate.edu).**