

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 7.2.3.3
Related Policy: 7.2.3
Title: Identity Verification for Distance Education
Responsibility: Vice President of Information Technology

Date Approved: 09-10-2014
Last Cabinet Review: 12-07-2022
Last Revision: 12-07-2022

President

Horry-Georgetown Technical College (HGTC) authenticates that the student who registers in a distance education course is the same student who participates in, completes the course, and receives the credit, by verifying the identity of the student using the following methods:

- A. The identity of students enrolled in distance education is verified by a secure username and password which is issued by HGTC upon acceptance to the College. Passwords must be changed by the student at the initial login to the system for security purposes. The secure username and password are confidential to the student and must be used for participating in classwork, as well as accessing other College information technology systems and services.
- B. All fully online courses are required to incorporate a minimum of one proctored activity in which identification is required. Examples of acceptable proctored activities include:
 - 1. Completing a quiz/exam at an approved on-site location or online through RPNOW, an online testing service. Proctored exams require photo ID to be presented to verify identification.
 - 2. Microsoft Teams or other videoconferencing software in which students meet with a faculty member.
 - 3. Assigned project or other face-to-face activity in which student identification was verified.

The College shall provide notification to students and the public of any projected additional charges associated with verification of student identity.