

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.1.2.1 - Attendance Policy

Related Policy: 8.1.2

Title: Attendance and Identity Verification for Distance Education

Responsibility: Executive Vice President of Academic and Workforce

Development

Date Approved: 09-10-2014

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Last Revision: 09-11-2024

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 activity in which identification is required within the first two (2) weeks of class or the first ten (10) instructional days of a full-semester class or the first five (5) instructional days of a shortened semester, such as a flex or fast forward semester. Examples of acceptable activities include:
 1. Completing a quiz/exam at an approved on-site location or online through a proctored testing service recognized by HGTC. Proctored exams require a photo ID to be presented to verify identification.
 2. The student submitting a photograph of him/herself holding a visible photo identification (i.e., HGTC student ID, driver's license, or military ID) next to their face for comparison.
 3. Microsoft Teams or other videoconferencing software in which students meet with a faculty member through an active or working camera.
 4. Assigned project or other face-to-face activity in which student identification was

verified.

Students enrolled in an online course who do not complete an identity (ID) verification using a method identified above within the timeframe stated under Section B of this procedure will be dropped from the course and may not be reenrolled in the course.

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