Policy Title: HEOA Compliance in online courses

Policy Type: Technology   **New/revised:** Revised

Old Policy #:   HEOA Compliance in online courses

Approval level: ☐ Board of Trustees
                    ☒ President
                    ☐ Vice President
                    ☐ Other (specify here)

Purpose: This policy provides information about the Higher Education Opportunity Act and processes ETSU has in place to ensure compliance.

Policy:

1.0 Introduction

The (HEOA) requires that institutions offering distance education or correspondence courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

2.0 Secure Login and Pass Code

ETSU meets these requirements by assigning a secure login and pass code to each student. All students registering for a course through our administrative system are assigned unique identification numbers, which correspond with a specific username for each student. These usernames or accounts use the Lightweight Directory Access Protocol (LDAP) to authenticate the user. Each student establishes their own password using the Strong Password Policy. As part of this policy, all students are required to change their password every 90 days.

In addition, the ETSU email policy requires all faculty communication with students regarding ETSU business be conducted via the official ETSU email account, which also requires a secure login. Review the electronic mail policy.

For more information about the Higher Education Opportunity Act please visit the U.S. Department of Education website.

Notes:

Approved: Information Technology Governance Council
Reviewed: February 2017

3/24/2017 – approved by the Board of Trustees.