

10.6.c

Distance and Correspondence Education: Written Notification of Additional Charges

An institution that offers distance or correspondence education:

- c. ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

Judgment

Compliant Non-Compliant Not Applicable

Narrative

Charges Associated with Initial Verification of Student Identity

The University of South Carolina Columbia and the regional Palmetto College campuses currently have no mandatory additional student charge associated with initial verification of student identity upon enrollment at the university. If an additional charge for verification of student identity were to be considered, it would have to be approved by the University of South Carolina Board of Trustees and communicated on the [University of South Carolina Bursar's webpage](#) prior to implementation.

Charges Associated with Test Proctoring







In courses where online proctoring is offered, it is not mandatory; students have the option to be proctored face-to-face at the Office of Distributed Learning's testing center or at one of the university's approved statewide or national testing centers. The [Office of Distributed Learning](#) maintains a list of approved statewide and national testing centers on its website and is available to all students on the Columbia and regional Palmetto College campuses or off-campus sites.

The University is contracted with two third party vendors (ProctorU and Respondus) for online proctoring of exams and tests. There is no fee for students for courses using Respondus Monitor; students who choose to use ProctorU, pay a \$8-14 fee per exam (based on the length of the exam) directly to the vendor. The Office of Distributed Learning notifies students of fees associated with online test proctoring [on the Test Proctoring homepage](#).

The University of South Carolina Board of Trustees approved this fee in June 2018 and the University has added a message that appears throughout the registration process so that prospective and current students are notified that they may incur charges related to verification of their identity for exam proctoring prior to their registration in the course. The special fee notification message reads, "Students may be required to be proctored during online test completion. If students are unable to attend test proctoring sessions in person at the Distributed Learning office, additional fees may apply for online test proctoring if the course requires online testing" and appears in the following locations available to all students, including those on the Columbia and regional Palmetto College campuses and off-campus sites:

- When students are searching for a listing of distance education courses offered in a semester, the Special Fee Notification message appears at the top of the page on the [distributed learning course search](#).
- When a student goes to the [online degree Tuition and Financial Aid to check for fees](#), the Special Fee Notification message appears in the middle of the page after the tuition and fees chart.
- When a student goes to the Online Education Page to get an overview of what degrees and courses are offered online, the Special Fee Notification message appears at the bottom of the page on both the [Online Bachelor's Degree Programs](#) and [Online Graduate Degree Programs](#) pages.

Sources

-  [Bursar's Office Webpage](#)
-  [Office of Distributed Learning - Proctoring](#)
-  [Online Bachelor's Degree Programs](#)
-  [Online Course Search](#)
-  [Online Graduate Degree Programs](#)
-  [Tuition and Financial Aid - Online Degrees](#)