

Title: Policy on Assurance of Integrity in Distance-Learning Courses

Date Approved: January 19, 2014

Effective Date: January 31, 2014

Responsible Officials: Provost, Deans

Date of Last Review: September 22, 2021

Relates to: Administrators, Faculty, Staff, Students

- 1) For all courses taught in online format, CWRU requires the following institutional level measures:
 - a) Password access and secure login All online students who are accessing course materials, delivering reports and homework assignments, or completing exams must login using a secure username and password that is assigned to them only and is not permitted to be shared. CWRU's network ID (e.g., the Single Sign on process) is the preferred modality.
 - b) Clear academic integrity policies In each course, there should be direct reference to CWRU's academic integrity policies (e.g., explicitly within the

other learning activities that measure performance.

- b) Thoughtful administration of tests In the event that an online exam is needed, clearly specify the restrictions. For example, time limits, specific dates of availability, if the test must be proctored or taken at a testing center, etc.
- c) Get to know the individual students Utilize synchronous components, wherein students must meet with their peers, faculty, or field advisors. To the extent possible, try increase interactions with the students in order to gain specific insights into the performance of individual students.

