Information

Notifications of Charges and Other Fees Associated with Verification of Student Identity

Effective

October 21, 2021

Applicability

This procedure applies to the University Community (administrators, faculty, staff, and students).

Administrative Authority

Executive Vice President and University Provost

Responsible Unit

Registrar's Office
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History

This procedure was approved by the University Provost on October 21, 2021.
Revision Date(s): March 11, 2025; May 22, 2026
Reviewed Date(s): March 11, 2025; May 22, 2026

Categories

Reason for Procedure:

Per federal law and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), institutions offering online education (hereinafter referred to as distance education) must have processes to establish that the student who registers in such courses is the same student who participates in and receives academic credit. In addition, the law requires institutions to notify students enrolled in such courses of any additional student charges associated with the verification of student

identity at the time of registration or enrollment.

Statement:

The University of Louisville notifies all students of projected charges and other fees associated with the verification of student identity in the Schedule of Classes. Registration for classes at UofL is an electronic process, and bills are generated based on the student's course selections. Therefore, if any course requires a proctored exam or has other associated fees, students are notified upon registration for the class. The Schedule of Classes indicates that a proctor, if needed, may charge the student a fee. Review the Delphi Center for Teaching and Learning's exam proctoring page for additional information.

Students can view charges and other fees associated with the verification of student identity when searching for a class within the Student Information System. When students log into their University of Louisville ULink account, they can search for classes by term. Any charges or fees associated with the verification of student identity will appear as a class note for that class.

The information for those class notes is collected several different ways:

- Rolling of course and class information from the previous year, same term;
- Updates to the charges/fees provided by units as they update their class information each term; and
- Approved new, changed, or deleted charges/fees based on approval of the Provost following recommendations by the tuition/fee setting Committee.

Each semester, class and course fees are rolled by class from the current summer, fall, and spring semester to the future summer, fall, and spring semester. The following is a general timeline of events leading to the schedule of classes production:

- November: Classes (including class/course fees and class/course notes on fees) are rolled from the current semester to the next semester. For example, Summer 2025 would roll to Summer 2026; Fall 2025 would roll to Fall 2026; and Spring 2026 would roll to Spring 2027.
- November - March: The information for the schedule of classes is updated by the academic department/units. For example, as of March 2025, the schedule of classes was released for Summer 2025, Fall 2025, and Spring 2026. Classes that have fees have a class note regarding that fee.

- April: Any additional approved/deleted/changed fees approved by the Provost are added to the schedule of classes information via a class note.

To find out more about how the university verifies an online student's identity, read the University's Identity Verification of Students Enrolled in Online Courses Policy.

Related Information:

Federal Regulation

34 §602.17(g): https://www.ecfr.gov/current/title-34/part-602/section-602.17#p-602.17(g)

34 §602.17(h): https://www.ecfr.gov/current/title-34/part-602/section-602.17#p-602.17(h)

SACSCOC

Distance Education and Correspondence Courses Policy Statement: https://sacscoc.org/app/uploads/2019/07/DistanceCorrespondenceEducation.pdf

Responsibilities:

The Registrar's Office is responsible for the implementation of this procedure.
The academic units are responsible for providing updates to the fees associated with classes offered within their unit as they update class information each term.