Certification Process for Online Students

Online Learning Advisory Council (OLAC) faculty members:
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The members of the Online Learning Advisory Council (OLAC) recommend that in order to ensure that the student registering for an online course is indeed the student actually taking the course the following protocols be met:

All students taking online courses must log in through the CUNY LDAP (Lightweight Access Directory Protocol) that requires name, date of birth, and social security number to create a unique University User ID (UUID) for each student.

1. Students securely access the Blackboard course management system through this UUID and their password.
2. Students are registered in their online courses through CUNYfirst (The City University of New York's fully integrated resources and services tool), which imports registration information directly into Blackboard. CUNYfirst and Blackboard are systems maintained by CUNY and the college's CIS department. Student identity is protected according to CUNY policy ([Information Technology Security Procedures](#)) in compliance with FERPA requirements.
3. All faculty teaching fully online courses be certified through the Online Learning Advisory Council after having undergone rigorous training in an online seminar and having taught under the mentorship of OLAC members for at least one semester. This faculty certification process ensures that the instructor fully comprehends the need for the development and delivery of an interactive online course that fully engages students with the instructor and their peers.
4. Upon delivering the course, the faculty member must include varied and frequent methods of assessment including, but not limited to, writing assignments, online discussions, blogs, wikis, and other means of interactivity, and/or internally or externally proctored midterms and final examinations. Additional verification processes are recommended to include the student introducing themselves, their backgrounds, and their interests in written and visual formats.
5. This frequent online interaction through writing identifies a consistent voice of each student that can be registered through Blackboard's extensive tracking features. Therefore, it is recommended that faculty members enable all tracking features in online courses to record the time and duration of each student action,

as well as the content area of the site involved. Faculty have noted that online students must spend many hours each semester online, so the same student must log in and participate for an extensive period of time.

6. Additionally, faculty have the ability to record and archive live online sessions through Blackboard Collaborate if they choose to use synchronous tools in addition to or instead of the asynchronous discussion board, blogs, and/or wikis. Blackboard Collaborate also permits interactive video through the use of webcams, which can assist in identifying distant learning students.

7. In the event a student is out-of-state and taking an exam, the members of OLAC recommend the student take a proctored exam at a supervised site or through a public library, or some other official means. There may be an extra charge for this service.

   OLAC members also believe the penalty for a student who breaches their contract in regards to NYCCT and CUNY Academic Integrity Policies in an online course be as follows: the student shall be barred from registering for or enrolling in any other online course at New York City College of Technology. (CUNY Policy on Academic Integrity: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/Academic-Integrity-Policy-051911.pdf

   NYCCT Academic Integrity: http://www.citytech.cuny.edu/about-us/docs/AI_PolicyManual.pdf)