CASE WESTERN RESERVE UNIVERSITY

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 syllabus). Likewise, program orientation materials, program communications, student handbooks, etc. should also provide students with information about CWRU's expectations for academic integrity.

2) For courses taught in online format, CWRU recommends that departments and faculty members adopt one or more of the following practices that enhance verification of student identity:
   a) Multi-layered assessments and student-focused assignments -- address learning outcomes from a variety of approaches that go beyond the administration of online exams and tests. Require students to demonstrate knowledge acquisition, skill mastery, and problem solving through participation in discussions (both synchronously and asynchronously) through the completion of projects, papers, group work, and a variety of

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.