

Attachment B

The University of Alabama in Huntsville
Office of Professional and Continuing Education
Restrictions and Verification Policy
For Non-Credit Courses Requiring U.S. Citizenship

For reasons of security and public responsibility, some I-JAH Office of Professional and Continuing Education (OPCE) non-credit courses are restricted to specific audiences. The information presented in courses requiring U.S. Citizenship is sensitive in nature although not classified. All participants registering for UAH OPCE non-credit courses that require U.S. Citizenship must complete the citizenship and identity verification process prior to beginning the course. This verification process typically takes 2-5 business days.

Citizenship Verification

Citizenship verification is a one-time process conducted through the I-JAI-I Office of Research Security (ORS) as outlined in the ORS Practices and Procedure Manual (PPM) for Registration Approval of Participants for Non-Credit Courses Restricted to U.S. Citizens Only. IJAH OPCE will provide applicant information to ORS by contacting the Security Administrator, Denise Spiller, at 256.824.6444 or via email at Denise.Spiller@uah.edu. The Verification process requires employer verification by Official/Facility Security Officer (FSO) and a photo ID, such as a driver's license. ORS will initiate a request for a Memorandum for Record (MFR), which will verify the following:

- Citizenship of applicant
- Employment of applicant
- Restricted Location for applicant to access and complete the course

I-JAH Office of Professional and Continuing Education (OPCE) reserves the right to deny admittance to anyone where citizenship verification and/or personal identity was not obtained satisfactory.

Identity Verification

In addition to verifying citizenship, participants will also need to verify their identity by providing a photo ID on the start day of the course or submitting a copy of a photo ID prior to receiving login access for online courses. Online participants are provided user names and passwords to access the university's website portal. Login information is secured using standard encryption technology and unique passwords.

Abuse of Online Course Access

Enrollment in a UAH OPCE online non-credit course entitles one participant access to the course lessons and tests. Instructors and participants in an online course are prohibited from sharing access to the course with other individuals. This prohibition includes, but is not limited to:

- Sharing personal user name and password with other individuals
- Displaying course lessons in an environment where multiple people may view the course material
- Capturing, duplicating, or redistributing course related materials to other individuals
Accessing online courses while in embargoed countries

Violation of these prohibitions is grounds for immediate termination of enrollment and all site user privileges. Those who violate these prohibitions may also be subject to criminal charges and/or civil liability.

Restriction of Course Related Materials

All forms of unauthorized download, distribution, capture, or reproduction of course lesson modules and digital videos is strictly prohibited. Access to these media is provided strictly for viewing by participants actively enrolled in non-credit courses.

Access to presentation materials is provided as a reference for participants enrolled in noncredit courses. Participants are permitted to download, save, and print these documents for the purposes of note taking and future reference. Any other form of duplication, redistribution, or modification of these documents for any other purpose than academic study is strictly prohibited.

Violation of copyright is theft of intellectual property. Individuals who violate copyright prohibitions will be prosecuted to the fullest extent of the law and may be subject to additional civil penalties.