

From: [Office of the MSU Provost](#)
Subject: Guidance and Requirements for Online Courses and Programs
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Attachments: [image003.png](#)
[OCHE-Proctoring-Guidance-August2025.pdf](#)



MONTANA
STATE UNIVERSITY

Office of the Provost

Dear Faculty, Deans and Department Heads,
As we head into the fall semester, it is important that faculty who teach an online course adhere to the recently updated guidance from OCHE on **remote proctoring** and are aware and follow the **training requirements** in accordance with the MSU distance education policy.

Guidance on remote proctoring. In alignment with recent court decisions addressing privacy concerns related to remote, electronic proctoring, the Office of the Commissioner of Higher Education (OCHE) released a guidance document, dated August 12, 2025, for remote proctoring (see attached OCHE memo for details).

The requirements in the memo focus on ensuring that students are informed and are provided alternative options to electronic proctoring upon request. The Aug. 12 memo provides the following required guidelines for faculty who use remote proctoring:

1. If electronic proctoring is used, students must be notified in the course syllabus.
2. If the cost of remote proctoring is to be borne by the student, the student must be informed at the point of registration.
3. If a student is unwilling or unable to use electronic proctoring, an alternative testing option must be offered.
4. Faculty shall not use an electronic proctoring service without prior approval of campus Information Technology. (As with other IT services and software, use of electronic proctoring software must receive prior approval from MSU IT.)

Mandatory training for faculty who teach online. [MSU Distance Education Policy](#) requires faculty instructing online to provide regular and substantive interaction opportunities with students in their online courses. As a first step in assessing this requirement, MSU policy also requires that faculty who teach online must participate in a distance education training course or program before they teach an MSU online course.

Faculty who are teaching online and heads of departments with online courses should check the [MSU Distance Education trained faculty](#) web page to ensure faculty have completed the required training. Faculty can complete

the Center for Faculty Excellence's TOP course on Canvas to meet this requirement. Faculty should contact the CFE for access to the course.

Contact Vice Provost Dougher (tracyaod@montana.edu) if you have questions regarding distance education and online courses.

Thank you for your continued attention to quality instruction in your online programs and course offerings.

Best regards,

A handwritten signature in blue ink that reads "Bob".

Dr. Robert L. Mokwa | Executive Vice President and Provost
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