



THE UNIVERSITY OF TEXAS SYSTEM

Office of the Chancellor

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October 16, 2001

MEMORANDUM

TO: Dr. Rodolfo Arevalo
Dr. Guy Bailey
Dr. W. A. Baker
Dr. Sheldon Ekland-Olson
Dr. William R. Fannin
Dr. Jose Martin
Dr. Stephen Riter
Dr. Bryan Hobson Wildenthal
Dr. George C. Wright

FROM:

Ed Sharpe

A handwritten signature in dark ink, appearing to read "Ed Sharpe", is written over the printed name.

SUBJECT: SACS

As you know, the UT TeleCampus was visited by the Southern Association for Colleges and Schools last April. The visit was based on the uniquely collaborative nature of our online programs. The TeleCampus is not eligible for accreditation; however, because it serves as the central coordinating point for our many online programs, SACS viewed the trip to Austin as a substantive change visit. During the two days they were here, members of the visiting committee learned more about how our collaborative programs operate, and how the TeleCampus provides support for both faculty and students involved in these programs. The committee expressed an overall positive attitude about the collaborative model created by the U.T. System and the TeleCampus.

TeleCampus staff received the final report from SACS this summer. As expected, the report did contain recommendations and suggestions. SACS has asked for an initial response from the TeleCampus by Friday, October 19. Please find attached a draft of that response for your review and comment. Each recommendation and suggestion is listed with the TeleCampus response following. I ask that you provide any feedback you might have no later than Thursday, October 18. You will receive a copy of the final document.

Please feel free to contact Darcy Hardy, TeleCampus director, if you have specific questions or issues to discuss. Thank you for your prompt attention to this matter.

Thank you.

cc: Darcy Hardy
Rob Robinson
Marta Hubbard

The University of Texas TeleCampus
The University of Texas System

April 11-13, 2001
Substantive Change Committee Visit

Response to the Substantive Change Committee Report
October 19, 2001

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UT TeleCampus

Introduction

Section 111: Institutional Effectiveness

3.1 Planning and Evaluation: Educational Programs

(Recommendation 1) The Committee recommends that each participating institution provide information on its expected educational results for each program offered and describe its method for analyzing its results using both qualitative and quantitative data.

The UT TeleCampus has worked with each of the oversight committees (Academic Affairs and Executive) to define the learning objectives for the collaborative degree programs. Campuses involved in these programs currently have expected educational results for the on-campus versions of these programs. This fall, all Academic Affairs and Executive committees are meeting to discuss this issue and others. Committee members have been asked to bring copies of program goals. Because these groups worked together to develop each program, including curricula, course and faculty selection, it is anticipated that reaching consensus on expected educational results for the collaborative programs will be forthcoming. Once identified, program goals and objectives will be made available to students and faculty via the UT TeleCampus and the individual components participating in the collaborative programs.

The oversight committees are aware that an evaluation and assessment plan is essential and will be an integral part of the entire process. During the fall meetings, plans will begin for qualitative and quantitative analyses. The UT TeleCampus has placed \$100,000 in the FY 02 budget for program evaluation. A Request for Proposals will be released no later than January 31, 2002 for this service. The consulting organization that submits a successful proposal will work with the TeleCampus and the institutions in order to evaluate each program's educational effectiveness, including assessment of student learning outcomes, student retention, and student and faculty satisfaction. The final report by the consultant will be made available to all campuses within the UT System as well as applicable accreditation agencies, such as SACS and the AACSB (for the MBA Online).

3.3 Institutional Research

(Suggestion 1) The Committee suggests that the UT TeleCampus find ways to make better use of the institutional research offices available at the participant institutions or systems headquarters to assist with accreditation related issues.

The UT TeleCampus Policy Coordinator will be meeting with representatives from institutional research offices across the UT System during the next six months. She expects to complete her visits and prepare a report of lessons learned that impact the TeleCampus no later than May 2002. While the primary focus of this report will be on the academic components within the System, health/medical institutions will also be called upon as the TeleCampus moves forward with collaborative programs in the health/medical field. TeleCampus staff will request and

review the institutions' past responses to SACS substantive change visits and will seek other advice as needed.

It is clear that although the TeleCampus is not eligible for accreditation, it is our responsibility to provide critical information and guidance to UT System components in the area of online learning through the TeleCampus. To that end, the Policy Coordinator will develop (as a result of the TeleCampus SACS study and visits to the institutional research offices) a "boilerplate" of information about the TeleCampus services and procedures. This information will be shared with all component institutional research offices across the UT System as they prepare for future SACS accreditation visits.

Section IV: Educational Programs

4.3.3 Graduation Completion Requirements

(Recommendation 2) The Committee recommends that the participating institutions provide documentation of the role of the Academic Affairs Committees to ensure their control of graduation completion requirement for each program.

Currently, the following statement regarding oversight committees is made on the TeleCampus website:

"The UT TeleCampus recommends that an Academic Affairs Committee (AAC) and in some cases an Executive Committee (EC) be formed for each program. The AAC should consist of no more than two faculty members from each participating institution, appointed by the dean of each respective college. This committee will be responsible for the quality of all deliverables associated with the program and will take a pro-active role in ensuring that all content, prerequisites, simulations, and faculty are appropriately selected and properly utilized. In this manner each institution is able to maintain academic control over the quality of the program. The EC will be strategic in nature and will have the responsibility to set overall strategy and goals for the online program."

The TeleCampus will confirm this information with each participating campus, and will request that campuses formally accept the role of the Academic Affairs committees by placing a statement similar the one above on any print or web-based materials.

(Recommendation 3) The Committee recommends that the participating institutions assure that the student transcript fully indicate the institution through which the course is taken.

To date, the UT TeleCampus has worked with the oversight committees on the transcript issue. The TeleCampus is aware that a change to transcript methodology will require consensus among the components. It will also require programming changes that may take several months to complete. It is clear that decisions about transcripts from each campus must be made at the Registrar and in some cases, the Vice President for Business level. Because of the various possible responses to this request by the TeleCampus, a meeting has been scheduled with the UT System Executive Vice Chancellor for Business Affairs and the Executive Vice Chancellor for Academic Affairs.

The goal of the TeleCampus is to see that transcripts for students involved in collaborative programs will identify the course taken by the student, the name of the institution through which each course is taken, and that the grade received by the student is treated in the same manner as a grade received in a course at the home campus no later than the Fall 2002 semester.

4.3.5 Graduate Instruction

(Recommendation 4) The Committee recommends that each participating institution assure that significant opportunity exists for faculty, student, peer interaction among graduate students for each program.

Interaction between students and faculty has been a critical component in the success of UT TeleCampus programs. When an institution seeks funding for course development from the TeleCampus, the institution must make a commitment to send the faculty member(s) to the two-day training workshop conducted by the TeleCampus. Training workshops are conducted twice a year and include extensive instruction on interaction methods.

In addition, the UT TeleCampus requires that every faculty member who develops and teaches a course via the TeleCampus completes the Principles of Good Practice Self-Study. The Principles of Good Practice are a set of standards developed by the Western Interstate Commission for Higher Education (WICHE) and adopted by the Texas Higher Education Coordinating Board. The UT TeleCampus staff designed a Self-Study that addresses each of the Principles of Good Practice, including a section on interaction that serves as a checklist for faculty. This section is addressed in the Self-Study as follows:

1. The program or course provides for appropriate interaction between faculty and students and among students.

- a. Interaction with and among students is achieved through (check all that apply):

Asynchronous discussion _____ Synchronous chat _____ Team projects _____

Individual email _____ Group email _____ Audio conference _____

Students post projects/assignments online for review by faculty or other students

Other

- b. Feedback for students on assignments and questions will be provided in a timely manner and guidelines for feedback is defined or outlined in the syllabus or course menu.

Yes _____ No _____

Additional information _____

The TeleCampus accepts that not all courses and/or student audiences require the same level of interaction. However, faculty are encouraged to provide online conference rooms for faculty/student interaction, as well as special rooms for student/student interaction. At this time there are over 800 conferences being utilized by faculty and students within the UT TeleCampus courses. Some faculty employ the conferences and chat for the purpose of handling Office Hours. The conferences are used to provide all types of communications including questions and answers about course assignments, clarifications, explanations, encouragement, and peer-to-peer interaction.

As a form of assurance by the component that these principles are being met within the online course, the faculty member(s), the department chair and the dean of the school must sign the Self Study. In some cases, additional signatures of the Vice President for Academic Affairs or the dean of the graduate school are required.

4.4 Publications

(Suggestion 2) The Committee suggests that all catalogues and class schedules contain information on which institution would be offering the course and the method by which it would be taught.

The UT TeleCampus has worked with the oversight committees for each program on what is appropriate information to be included in the catalogues and class schedules. An agenda item for oversight committee meetings this fall is the formation of subcommittees for each group to finalize this information. A meeting has been scheduled with the UT System Executive Vice Chancellor for Business Affairs to discuss placement of this information across the UT System. The TeleCampus recommendation is to place program descriptions in catalogs of all participating institutions, with a link to the TeleCampus class schedules. The TeleCampus keeps the most accurate and up-to-date schedules for the collaborative programs. By providing program descriptions in campus catalogs and linking to current schedules on the TeleCampus website, students will have access to all necessary information for participation. All courses offered through the TeleCampus are online.

Section V: Educational Support Services

5.1.3 Library Collections

(Suggestion 2a) The Committee suggests that the institutional partners work with the digital librarian at the UT TeleCampus to improve navigation and access to the information resources available from individual institutions to support the graduate programs offered by the individual partners.

The UT TeleCampus has made some changes to existing services and resources as well as pursued new initiatives in order to increase awareness of and access to the resources and services available to UT TeleCampus students.

As a result of the SACS visit in April 2001, the UT TeleCampus Digital Library site was redesigned to make it more comprehensive and easier to navigate. A "Library Services" section was added to the website that outlines the library services available to students

from the TeleCampus, the host campus library and other public and academic libraries. This new section outlines the policies of each host campus library regarding interlibrary loan and document delivery services. In addition, this section of the web site now includes information on how the student can apply for a TexShare card, which allows for reciprocal borrowing privileges at academic and public libraries throughout Texas. Beginning Spring 2002, the TeleCampus Digital Librarian (instead of the host campus librarian) will be issuing TexShare cards to TeleCampus students. This should increase the visibility and use of this program while making it simpler to take advantage of this privilege.

The Digital Library web site was also expanded to include a link to the host campus library's electronic resources from the main "Electronic Resources" section. This should increase the student's awareness of the additional resources that they have access to through their affiliation with the host campus library. Included in this section is a link to the host campus library's information on accessing their resources from off campus as well as proxy server instructions. There is also an "email" link directly to the distance learning library services representative at the host campus library in case a TeleCampus student needs additional assistance or information.

A Digital Librarian was hired in March 2001 as a result of student surveys indicating confusion over library services. If a student has questions or needs assistance, he or she is encouraged to contact the UT TeleCampus Librarian via the following ways:

- Web form: [Ask A Reference Question](#)
- Toll free: 1-866-495-4415
- Email: mault@utsystem.edu
- Phone: 512-495-4415
- Fax: 512-495-4657

Assistance is available Monday - Friday from 8 a.m. to 5 p.m. (CST). Webform, email, and voice mails are responded to within 24 hours of receipt during regular business hours.

The TeleCampus Librarian has also been an active member of the UT System Task Force on Distance Learning Library Services. This task force is comprised of a distance learning library services representative from each of the component libraries. The purpose of the task force is to "foster the exchange of information between the System components about distance learning library services, to support and streamline existing services, and to spearhead new initiatives for the mutual benefit of all UT System libraries, students and faculty." In Spring 2002, the UT TeleCampus librarian will work with the UT TeleCampus Marketing and Communications Coordinator to produce an informative postcard that summarizes all TeleCampus Digital Library services. The postcard will be mailed to all UT TeleCampus students.

5.1.6 Staff

(Suggestion 3) The Committee suggests that the partners support efforts to provide interfaces which facilitate student and faculty authentication and access and use of all of the resources provided to enhance the academic experience of the UT TeleCampus programs.

We are nearing completion of the first phase of the TeleCampus Information System (TIS). This unique student information system is a key component in our ability to provide quality student and faculty services. The TIS will pull course and student data from all the 15 various component information systems, allowing a "big picture" of student progress. This \$1m project has been underway for nearly two years. When completed, it will be a central data hub for student information, including course rosters, enrollment status, and student data.

As a data source, the TIS will be able to serve as an authentication point for numerous services. One of its functions will be to create a daily enrollment file that supports access to digital library resources. This will allow students to have automatic approval for creating library accounts without waiting for manual enrollment verification by UT TeleCampus staff.

The TeleCampus is moving toward a system that will enable students to log on to a single web page and receive authentication and authorization to all student services, so called "single sign-on". The TIS is the key technology behind that ability.

5.2 Instructional Support

(Suggestion 4) The Committee suggests that the UT TeleCampus and the partner institutions continue to work closely to provide the student with a consistent toolset for every program.

In a recent selection process of a new platform for the UT TeleCampus, representatives from participating institutions were requested to review proposals and to give input to the process. The UT TeleCampus is committed to continue to work closely with the partner institutions to provide the student with a consistent toolset for every collaborative degree program. Each degree program must remain within one platform for consistency for the students.

The TeleCampus supports a single platform for courses developed in partnership with the institutions and a common look and feel is encouraged.

All students enrolled in courses supported by the TeleCampus have access to the UT TeleCampus Digital Library and librarian, online tutoring through the TeleCampus partnership with Smarthinking.com, and beginning November 2001, 24x7 technical support for courses on WebCT and Prometheus course platforms. With regard to instructional support in these areas, all TeleCampus students receive consistent service.

*Master of Science in Electrical Engineering, Computer Science, and Engineering, and Computer
Science Telecommunication Specialization*

UT Arlington and UT Dallas

No official Recommendations or Suggestions.

Master of Education Degree in Educational Technology

UT Brownsville

No official Recommendations or Suggestions.

MBA Online

Compliance with the Criteria

3.1 Planning and Evaluation: Educational Programs

(Recommendation 5) The Committee recommends that the institution demonstrate that the planning and evaluation for the MBA Online is systematic, broad-based, interrelated and appropriate to the institution.

The MBA Online Executive Committee, which is responsible for all strategic, policy and scheduling decisions, met in June to discuss the SACS' Substantive Change Committee visit and to commit to a plan that is inclusive of the faculty who are teaching the MBA Online courses. The planning for this program took place in 1998-1999 prior to the delivery of any courses. It is appropriate to evaluate the program at this time. In November 2001 the MBA Online Executive Committee meets again, and a sub-committee will be appointed to formulate a plan that will be systematic, broad-based, interrelated and appropriate to the individual institutions as well as to the MBA Online program. The plan will evaluate the MBA Online program with respect to student achievement in relation to purpose, including, as appropriate, consideration of course completion and job placement rates.

As previously mentioned the UT TeleCampus has money in the budget to bring in an outside firm to perform an evaluation of the MBA Online program. The final report by the consultant will be made available to all campuses within MBA Online collaboration well as applicable accreditation agencies, such as SACS and the AACSB. The results of the Report will be used to improve educational programs, services, and operations.

(Recommendation 6) The Committee recommends that the institution defines the expected educational results of the MBA Online program and describes its methods for analyzing the results.

At the Systemwide conference in August a number of the MBA Online faculty met to continue the discussion of expected educational results of the MBA Online program. The MBA Executive Committee acknowledged at its June 2001 meeting that this process must begin with the faculty, and a formal process will be discussed at the joint Academic Affairs and Executive committee meeting in November 2001. Each institution will share its MBA program's learning objectives and expected educational results. The collaborative will work until a comprehensive set of expected educational results and the methods for analyzing results has been created. The committees will be charged with formulating the expected educational results for the MBA Online by March 2002.

4.3.2 Graduate Admission

(Recommendation 7) The Committee recommends that the institution demonstrate that it regularly evaluates the admissions policies for the MBA Online degree.

Admission to the MBA Online program is identical to the on-campus program at each participating institution. Students do not indicate whether they are pursuing the online or on

campus program during the admissions process. Students are not admitted to the MBA Online program. All members of the collaborative via the MBA Executive Committee agreed to this policy. The institutional representative of the MBA Executive Committee is the dean of the College of Business.

4.3.3 Graduate Completion Requirements

(Recommendation 8) The Committee recommends that each of the participating institutions demonstrate: that the transcripts for students enrolled in the MBA Online program identify the courses taken by the student, the name of the institution through which each course is taken, and that the grade received by the student is treated in the same manner as a grade received in a course at the home campus.

To date, the UT TeleCampus has worked with the oversight committees on the transcript issue. The TeleCampus is aware that a change to transcript methodology will require consensus among the components. It will also require programming changes that may take several months to complete. It is clear that decisions about transcripts from each campus must be made at the Registrar and in some cases, the Vice President for Business level. Because of the various possible responses to this request by the TeleCampus, a meeting has been scheduled with the UT System Executive Vice Chancellor for Business Affairs and the Executive Vice Chancellor for Academic Affairs.

The goal of the TeleCampus is to see that transcripts for students involved in collaborative programs will identify the course taken by the student, the name of the institution through which each course is taken, and that the grade received by the student is treated in the same manner as a grade received in a course at the home campus no later than the Fall 2002 semester.

(Recommendation 9) The Committee recommends that each of the participating institutions demonstrate that its Catalog accurately reflects the courses being offered via the UT TeleCampus by that institution as well as the other institutions.

The UT TeleCampus has worked with the oversight committees for each program on what is appropriate information to be included in the catalogues and class schedules. An agenda item for oversight committee meetings this fall is the formation of subcommittees for each group to finalize this information. A meeting has been scheduled with the UT System Executive Vice Chancellor for Business Affairs to discuss placement of this information across the UT System. The TeleCampus recommendation is to place program descriptions in catalogs of all participating institutions, with a link to the TeleCampus class schedules. The TeleCampus keeps the most accurate and up-to-date schedules for the collaborative programs. By providing program descriptions in campus catalogs and linking to current schedules on the TeleCampus website, students will have access to all necessary information for participation. All courses offered through the TeleCampus are online.

4.3.3 Graduate Curriculum

(Recommendation 9a) The Committee recommends that the institution demonstrate that it conducts frequent systematic evaluations of graduate curricula offerings and program requirements.

Since each participating institution awards the degree, there are committees on campus that review the courses. In addition and because the courses are part of the collaborative MBA Online degree program, the member representatives of the MBA Academic Affairs committee review the courses. The participating institutions, through their representatives on the MBA Academic Affairs Committee and MBA Executive Committee, will continue to conduct systematic evaluations of graduate curricula offerings and program requirements of the MBA Online degree program. An agenda item on the next joint committees' meeting in November 2001 will include a review of the current curricula offerings and discussion about the possible addition of electives.

4.4 Distance Learning Programs

(Recommendation 10) The Committee recommends that the institution demonstrates that it has formulated clear and explicit goals for the MBA Online program and demonstrates that they are consistent with the institution's stated purpose.

As a result of the April 2001 visit of the SACS Substantive Change Committee, the MBA Executive Committee members have been reviewing their own goals for their on-campus MBA programs. Each institution will bring these goals to the November 2001 meeting of the oversight committees. These goals will be used to assist in the creation of the MBA Online goals and will assure that those goals are consistent with each institution's goals.

(Recommendation 11) The Committee recommends that the institution demonstrate that it achieves these goals and that its distance learning programs are effective and comply with all applicable Criteria.

The policy statement, Distance Education: Definition and Principles, (adopted by the Commission on Colleges, June 1997 and updated May 2000) will be shared with the representatives of the MBA Academic Affairs and MBA Executive Committees during the November 2001 meeting. The institutional representatives on the oversight committees will review the section citations as they refer to the Criteria for Accreditation, 1998 version (2000 reprint) and will study ways to assure that their distance learning programs are effective and apply with all applicable Criteria. At the spring meeting of the oversight committees, an agenda item will be discuss the ways that the institutions will be able to demonstrate that they are able to achieve the goals listed in this report and that its distance learning program are effective and comply with all applicable Criteria as listed in the policy statement, Distance Education: Definition and Principles.

Master of Science in Kinesiology/Master of Education in Health and Kincsiology

1. Oversight and Accountability of Faculty

(Recommendation 1) The Committee recommends that the Academic Affairs Committee document its role in curricular planning, evaluation and review of curricular offerings and approval process for faculty to teach online in the collaborative program.

The Academic Affairs Committee for the Kinesiology Online Program is developing a Handbook of Operating Procedures that will document the committee's role in curricular planning, evaluation and review of curricular offerings, and the approval process for faculty to teach online in the collaborative program. The committee is using the Handbook of Operating Procedures developed by the MBA Online as a guide. The Committee is aware of the need for oversight and accountability. The Handbook of Operating Procedures will be completed by May 2002.

2. Transcripts

(Recommendation 2) The Committee recommends that the effort to identify courses from home and host institutions on transcripts be completed quickly.

To date, the UT TeleCampus has worked with the oversight committees on the transcript issue. The TeleCampus is aware that a change to transcript methodology will require consensus among the components. It will also require programming changes that may take several months to complete. It is clear that decisions about transcripts from each campus must be made at the Registrar and in some cases, the Vice President for Business level. Because of the various possible responses to this request by the TeleCampus, a meeting has been scheduled with the UT System Executive Vice Chancellor for Business Affairs and the Executive Vice Chancellor for Academic Affairs.

The goal of the TeleCampus is to see that transcripts for students involved in collaborative programs will identify the course taken by the student, the name of the institution through which each course is taken, and that the grade received by the student is treated in the same manner as a grade received in a course at the home campus no later than the Fall 2002 semester.

(Recommendation 3) The Committee recommends that a grade point average (GPA) computed from all TeleCampus courses accepted toward the degree appear on the transcript.

See response to Recommendation 2 above.

3. Catalogs

(Recommendation 4) The Committee recommends that the institutional catalogs accurately reflect the courses being offered via the TeleCampus by the home and host institutions.

The UT TeleCampus has worked with the oversight committees for each program on what is appropriate information to be included in the catalogues and class schedules. An agenda item for oversight committee meetings this fall is the formation of subcommittees for each group to finalize this information. A meeting has been scheduled with the UT System Executive Vice

Chancellor for Business Affairs to discuss placement of this information across the UT System. The TeleCampus recommendation is to place program descriptions in catalogs of all participating institutions, with a link to the TeleCampus class schedules. The TeleCampus keeps the most accurate and up-to-date schedules for the collaborative programs. By providing program descriptions in campus catalogs and linking to current schedules on the TeleCampus website, students will have access to all necessary information for participation. All courses offered through the TeleCampus are online.

NOTE: On page 1 of the Substantive Change Committee Visit report for the Kinesiology Online program, UT Tyler was left out in paragraph 3 where the Conferring Institutions are identified.

Master of Education in Curriculum and Instruction with a Reading Specialist Certificate

UT Arlington

Curriculum and Instruction

4.8.8 The Role of the Faculty and Its Committees

(Suggestion 1) The Committee suggests that plans to involve other faculty in the development and teaching of online courses be fully implemented.

At this time there are six faculty members involved in the development and teaching of online courses offered through the Master of Education in Curriculum and Instruction with a Reading Specialist Certificate. This is an increase since the visit of the Substantive Change Committee.

Evaluation and Assessment

(Recommendation 1) The Committee recommends that current student evaluation instruments be reviewed and for those cases where the integrity of the student work may be questioned, that the examination be administered in a testing center or in another controlled, proctored environment.

The faculty develops student evaluation instruments. The faculty have expressed confidence in the integrity of the current student evaluation instruments. Test scores currently indicate that the students find that they must work hard to excel and find the current evaluation instruments difficult. If a case where the integrity of a student's work is questioned, the option for a proctored examination is available. The UT TeleCampus has established policies set for proctored examinations and has assisted in the process when necessary. The following URL is the link to the UT TeleCampus web pages that deal with proctoring of examinations.

<http://www.telecampus.utsystem.edu/facultyservices/proctor.html>

The UT TeleCampus has established the following Guidelines for Proctoring Examinations.

Purpose: To establish guidelines and processes by which students enrolled in distance education courses through the UT TeleCampus may take proctored examinations as designated by the professor. Included in the scope of these guidelines are examinations that can be taken at a testing center or in another controlled, proctored environment. Participants included in these guidelines are the student, the faculty member, the examiner or proctor, and the TeleCampus staff. Individual responsibilities of each group are described below:

TeleCampus responsibilities

- create webpage of information for students and faculty. To include: procedures, policies, acceptable proctor list and a form to submit proctors for approval.
- make arrangements for up to two proctored tests per course per semester. To include: provide procedures for exam proctoring; receive and verify student's proctor choice; copy exam and distribute to proctor; receive completed exam from proctor; distribute completed exams to faculty.
- notify faculty if proctor feels exam procedure has been compromised.

Faculty responsibilities

- at the beginning of the semester, notify TeleCampus of exam dates.
- set exam dates to have no longer than a two-day window.
- approve all exceptions and communicate with TeleCampus.
- give to TeleCampus, with complete instructions, copy-ready exam (or if exam is computer based, URL) at least two weeks prior to test date (TeleCampus will not edit exams.).
- put all relevant exam information into course, giving students plenty of time to plan. To include: link to TeleCampus proctor information webpage; tell students approximately how long the process will take and when to expect their grades.
- if assigned seating is required at the testing site, inform the TeleCampus.
- distribute grades to students.
- if applicable, establish procedure for returning graded exams to students.
- handle all grievances or cases of scholastic dishonesty (to include communicating with student and proctor).

Student responsibilities

- access TeleCampus webpage for proctoring information.
- make arrangements with proctor.
- submit proctor choice to TeleCampus for approval at least four weeks prior to exam date
- pay any testing fees, if applicable.
- read, sign, and return the Policy Statement to proctor at time of exam.
- take exam during pre-arranged time.

Proctor responsibilities

- confirm arrangements with student.
- receive exam from TeleCampus and keep it in a secure place.
- supervise student taking exam. To include: follow all exam instructions; identify student with photo ID; have student sign Policy Statement; complete Certificate of Supervision.
- terminate exam if the testing procedure is compromised due to the student's improper conduct. Notify the TeleCampus as soon as possible.
- judge whether or not an exam should be terminated based on extreme testing environment irregularities, such as the room is too hot or cold or too noisy, that are not resolvable. If the student wishes to continue with the exam, allow this, but write an explanation of the situation on the Certificate of Supervision.
- return examinations, signed Policy Statements, and signed Certificates of Supervision to the TeleCampus in the envelope provided.

Policy Statement

Evidence of scholastic dishonesty related to examinations in a TeleCampus course may result in a grade of "F" on the examination and an "F" in the course. In this regard, scholastic dishonesty includes, but is not limited to:

1. copying from another student's exam;
2. using materials not authorized by the professor;
3. possessing materials such as lessons, books, or notes which are not authorized by the professor;
4. knowingly using or soliciting in whole or part the contents of an unadministered test;
5. collaborating with or seeking aid from another student during the test without authority; substituting for another person, or permitting another person to substitute for one's self, to take a test.

Approved Proctor List

Proctored exams must be taken and supervised at an official testing center at a college or university. If a student lives more than an hour and a half drive from a testing center at a college or university, then other arrangements may be made. Other arrangements must be approved in advance as outlined above by the TeleCampus.

If a student must make other arrangements, the following is a list of acceptable proctors.

- Supervisor – associated with student's place of employment.
- Preacher, priest, or rabbi – someone associated with a church, temple, mosque, or synagogue.
- Education officers – at military installations or at correctional facilities.
- Other – as approved by the TeleCampus.