

The University of North Carolina

MEMORANDUM OF UNDERSTANDING

The University of North Carolina System ("UNC System") and the UNC System constituent institutions enter into this Memorandum of Understanding ("MOU") effective for the period through three (3) years for the respective considerations and conditions set forth herein.

- I. BACKGROUND AND SCOPE.** The UNC System is a public university comprised of seventeen (17) constituent institutions and other educational, research, and public service organizations, all dedicated to the service of North Carolina's people and to the enhancement of the future economic, societal, cultural, and personal well-being of the people of North Carolina. The System Office houses the administrative staff for the University.

The UNC System Division of Digital Learning ("DDL") is an administrative unit of the UNC System Office providing online education services through UNC Online ("UNCO"). As part of those services, DDL provides enhancements to academic integrity in online learning by providing online exam proctoring services to the participating UNC system universities for web-based, asynchronous courses.

- II. TERM OF AGREEMENT.** The initial term of this Agreement shall be for a period of three (3) years commencing on or about 1 April, 2018, unless earlier terminated in accordance with the provisions contained in this Agreement. After the expiration of the initial term this Agreement may be renewed by agreement of the UNC System constituent institutions and the UNC System.

- III. PURPOSE: ENSURING ACADEMIC INTEGRITY AND CONDUCT, EFFICIENCY OF OPERATIONS, AND AS LOW COST AS POSSIBLE FOR ONLINE EDUCATION.**

All parties to this Agreement are subject to the rules contained within. This Agreement shall set forth the respective duties and obligations of the UNC System Office and the participating constituent institutions.

This Agreement is focused on enhancing the academic integrity of online courses offered by the constituent institutions of the UNC System by providing an easily accessible pool of qualified proctors for online examinations. All students, instructors, and proctors utilizing online education through the UNC System are expected to maintain high standards of academic honesty and integrity and to conduct themselves in a professional manner.

Each constituent institution should take appropriate steps to ensure that its students and instructors are aware of their constituent institution's policies, rules and regulations regarding conduct and academic integrity, and are aware that those policies, rules and regulation apply to courses taken through UNC Online as well.

Exam proctoring services can cost students money. Therefore, it is the goal of the DDL, through the UNCO exam proctoring service, to keep the exam proctoring process streamlined and as low cost as possible for students.

IV. CONSTITUENT INSTITUTION RESPONSIBILITIES.

- A. Discipline. The academic integrity and conduct policies follow the home institution of student. UNCO does not have separate academic integrity and conduct policies. However, UNCO may limit or suspend access to UNCO proctoring services to any student who causes a substantial disruption, or who poses a threat to the safety of others in the proctoring community while participating in UNCO proctoring. UNCO shall report any such limitation or suspension to the student's home institution.
- B. Passwords. Constituent universities agree to be responsible for issuing and maintaining an accurate record of their university's issued student identification and password.
- C. Constituent institution agreements. Constituent institutions must file with the DDL a current, approved campus agreement, including the university roles and responsibilities, in order for a campus to participate in the DDL's online proctoring services. See Addendum III.
- D. Administrative Units. The constituent institutions, in collaboration with UNC Online, agree to create administrative units that correspond to colleges and departments within the respective constituent institutions. Creating administrative units and mapping course prefixes to them enables the constituent institution to provide college and department-level administrator access to proctoring support to the instructors and students within the unit. In addition, creating administrative units provides the ability to run reports in UNC Online in order to determine how colleges and departments are utilizing online proctoring.

Individuals granted authority for a particular administrative unit will be able to see a listing of courses and roster for each particular term. These administrative units will be able to track all the students and exams under their purview, ensuring that students are scheduling exams in a timely manner, the instructors are supplying exams in a timely manner, and proctors are able to access the exams and provide them at scheduled appointments.

- E. Responsibility of Instructor.
 - i. Academic Integrity and Conduct. Instructors are responsible for upholding the constituent institution's academic integrity and student conduct policies during web-based, asynchronous courses and proctored exams. The UNC System strongly encourages constituent institutions to require that their online instructors work through their respective academic integrity and student conduct office to address any alleged incident with a student. Prior to reporting the issue, instructors may find it helpful to touch base with the proctor assigned to the exam involved to ensure that all the details regarding the incident have been shared.
 - ii. Close and Constant Exam Supervision. Instructors are responsible for determining if their proctored exam should utilize Close and Constant Exam Supervision. See Addendum I.

- iii. Deleting an Exam. Instructors are responsible for understanding that deleting an exam in UNC Online causes all student exam appointments to be deleted, even if the student has already paid a proctor to monitor a scheduled exam. Those students then have to seek a refund, and may need to receive the instructor's written verification of the exam deletion before a refund is issued.
- iv. Disability Support Services/Extended Time for a Student. Instructors are responsible for understanding their institution's policies regarding disability support services. UNC Online is designed to support many disability accommodations. Instructors should contact the Department of Disability Services on their campus for questions regarding a student's eligibility for extended time or other accommodations
- v. Exam Creation. Instructors are responsible for exam creation (i.e., providing basic exam information to UNC Online) no later than the first week of the semester (or the first day of summer session) to ensure lower proctoring costs for students and to increase the likelihood of proctor availability.
- vi. Exam Creation Lead Time. Instructors are responsible for creating their proctored exams at least 21 days prior to the start of the exam window. The minimum for instructors to add a proctored exam is 14 days prior to the current date. Creating exams with at least this minimum lead time ensures lower proctoring costs for students and increases the likelihood of proctor availability.
- vii. Exam Duration. Instructors are responsible for entering accurate exam duration. Many proctors charge an hourly fee, so it is important to make sure the exam duration accurately reflects the true time it takes students to complete the exam. Students are required to pay the full cost of the exam duration, even if they complete the exam in less than the allotted time, so instructors should not "pad" the exam duration.
- viii. Exam Materials Provided. Instructors are responsible for providing exam materials and other information in UNC Online at least five (5) days prior to the opening of the exam window. Instructors are required to provide emergency contact information, to enter the online exam type and password (if relevant), and to upload exam materials (if relevant).
- ix. Exam Password. Instructors are required to create an exam password in UNC Online that grants proctors access to the online exam. Instructors are strongly encouraged to set an exam password in their institution's learning management system ("LMS") to help ensure the academic integrity of the online exam. The exam password in UNC Online must be an exact match to the one in the institution's LMS, if an LMS password is being used. NOTE: The exam passwords are confidential and should never be shared with students. Proctors access the exam password as well as other exam materials (if relevant) through UNC Online. Instructors should never share the exam password with a proctor via telephone, email, or any other way.
- x. Exam Types. Instructors are responsible for understanding the three (3) types of exams available in UNC Online Exam Proctoring: online, online+paper, and paper.

- a. Online Exam. An Internet-based exam provided by Blackboard, Moodle, SAKAI, WebAssign, or other types of LMS (learning management systems).
 - b. Online+Paper. An Internet-based exam provided by Blackboard, Moodle, SAKAI, WebAssign, or other types of LMS (learning management systems), in addition to electronic file(s) provided for download (paper exams, supplemental documents, handouts, etc.).
 - c. Paper. Electronic file/s provided for download to be printed and completed by hand.
- xi. Exam Window/Length of Exam Window. Instructors are responsible for creating the exam window and the length of the exam window. The exam window is the length of time when the exam is open for students to take the exam. The length of the exam window shall be no shorter than three days (72 hours) and no longer than five days (120 hours).
- xii. Graduate Assistants, Teaching Assistants and Co-Teachers. Instructors are responsible for adding any graduate assistants/teaching assistants/co-teachers to their course/s in UNC Online. Once added by the instructor of record, graduate assistants, teaching assistants and co-teachers will be able to create, monitor and review exams in UNC Online.
- xiii. Lockdown Browser. Instructors are responsible for understanding that they cannot require/request proctors to download special software (e.g., Respondus Lockdown Browser) for exam appointments. Hardware and software requirements for computerized testing will be set at a basic level that allows usage by multiple testing programs.
- xiv. Monitoring Student Exam Appointments. Instructors are responsible for monitoring their class roster in UNC Online to ensure students are appropriately scheduling exam appointments.
- xv. Multiple Test Attempts/Retaking an Exam. Instructors are responsible for understanding and complying with the UNC Online requirements for allowing students to have multiple test attempts. Instructors may allow students multiple attempts of an exam in situations where technical issues occur, including but not limited to power outage, computer crash, computer locking, or computer logging student off. Instructors may **not** allow students multiple test attempts through UNC Online in order to improve their test scores. UNC Online was created as a one-attempt system. Allowing multiple attempts to improve test scores causes a disparity between students, since some students may not have the time or resources (i.e., to pay a proctor more than once) to take the same exam over. In addition, each exam proctoring appointment is for a single exam attempt only. Proctors are not able to allow students to make multiple attempts to improve test scores during their exam proctoring appointments, as many proctors are fully booked and multiple attempts may cause exam appointments to begin to back up.
- xvi. Proctored Exam. Instructors are responsible for understanding that proctoring resources are reserved for web-based, asynchronous courses. It is the responsibility of instructors to create, release, edit, monitor, receive, and respond to exam information to and from students, proctors, and UNC Online.

- xvii. Sound File. Instructors requiring sound files as part of their exams are responsible for ensuring that all students have headphones prior to their exam appointments and that those headphones are able to be adapted to the proctor's computer. Proctors may not have headphones available, and allowing students to take an exam requiring sound without the use of headphones may cause issues for other students taking exams in the same vicinity.
- xviii. Syllabus Language. Instructors are responsible for including provisions regarding academic integrity and conduct standards as well as exam proctoring processes in their course syllabi. The preferred template is as follows:

Syllabus Template Language

University academic integrity policies apply to proctored exam. Students can review the institution's academic integrity policy by visiting (INSERT YOUR INSTITUTION'S LINK HERE).

Students must schedule proctored exam appointments by visiting UNC Online at <http://proctors.northcarolina.edu/>

To learn how to schedule exam appointments students should follow the steps outlined at <https://unconline.zendesk.com/hc/en-us/articles/206587976-How-do-I-schedule-an-exam-appointment->

Exam appointments should be scheduled with proctors, at a minimum, two weeks prior to the opening of the exam windows.

If a proctor charges a fee, students are responsible for paying the fee to that proctor. Students can view and compare fees before scheduling exam appointments. NOTE: When students register for UNC online courses, an alert about proctoring fees is posted by the campus (this is a SACS requirement).

Students must present a valid/legible photo ID before each exam appointment. Electronic devices are not permitted during appointments unless otherwise stated in exam instructions (no cell phones; cell phones may not be used as calculators). Students must leave cell phones at home, in a locked car, or in the care of the proctor.

To view detailed exam scheduling how-to's and other student-relevant FAQ's visit <https://unconline.zendesk.com/hc/en-us/categories/200833493-UNC-Online-Proctoring-Students->

- xix. Types of Courses Available for Exam Proctoring. Instructors are responsible for understanding that only courses coded as web-based, asynchronous courses may use exam proctoring resources.
- xx. Use of Proctoring Resources. Instructors are responsible for understanding that proctoring is a resource that instructors teaching web-based, asynchronous

courses may use. If an instructor misuses or abuses this resource then the instructor may be denied usage of proctoring as determined by the DDL.

F. Responsibility of Student. The Constituent Institutions recognize that the following are responsibilities of their students utilizing the UNC Online System, and will ensure that such students are made aware of these responsibilities.

- i. Academic Integrity and Conduct. Students are responsible for understanding that the same academic integrity and conduct standards apply to web-based, asynchronous courses and proctored exams as traditional on-campus courses.
- ii. Conflict of Interest. Other than those serving as graduate assistants or teaching assistants for a course with a proctored exam, UNC System students may not be proctors in the UNC Online System.
- iii. Disability Support Services. Students are responsible for understanding their institution's policies regarding disability support services. Students are responsible for contacting the Department of Disability Services on their campus for questions regarding a student's eligibility for extended time or other accommodations. Students are responsible for informing their instructors if they are allowed extended time or other accommodations.
- iv. Dual/Parallel Exam Scheduling Systems. If a proctor uses a dual/parallel exam scheduling system, students are responsible for inputting their exam appointment in both the proctor's system and the UNC Online System.
- v. Emergency Exam Appointment Cancellation. Students are responsible for cancelling their exam appointments if an emergency occurs that prevents the student from making their exam appointment.
- vi. Exam Proctoring Fees. Students are responsible for paying all proctoring fees, if any, charged by an exam proctor with whom they have scheduled an exam appointment.
- vii. Proctored Exam Scheduling Instructions. Students are responsible for scheduling, rescheduling and cancelling proctored exam appointments according to UNC Online instructions.

V. UNC SYSTEM RESPONSIBILITY

- A. Background Check. UNC Online is responsible for performing background checks on proctor applicants as part of the application process, at the discretion of the DDL. Licensed proctors are subject to background check upon renewal of their proctoring license, at the discretion of the DDL.
- B. Deactivating License. UNC Online is responsible for deactivating proctoring licenses, at the discretion of the DDL.
- C. Dual/Parallel. UNC Online is responsible for determining if a proctor is eligible to use a dual or parallel scheduling system.
- D. Emergency Preparedness. UNC Online is responsible for having communications and operations steps in place to contend with situations that interrupt normal operations. .
- E. Help Center. UNC Online is responsible for maintaining the Help Center, which is the first line of support for users.
- F. Manual Addition of Courses to UNC Online. UNC Online is responsible for manually adding UNC System courses to UNC Online, at the discretion of the DDL.

- G. Peak Time Planning. UNC Online is responsible for running reports to determine peak proctoring dates and, if possible, will mitigate exam scheduling issues in coordination with instructors and proctors.
- H. Proctor License. UNC Online is responsible for managing the proctor licensing process and ensuring proctors are following the prescribed guidelines.
- I. Support. UNC Online is responsible for supporting the operation of UNC Online for students, instructors, and proctors. Furthermore, for most requests, UNC Online will make every effort to return support inquiries within one business day.
- J. Suspicious Activity. UNC Online is responsible utilizing proprietary software and other methods to identify suspicious proctoring activity. Upon identification of suspicious activity, UNC Online will notify the course instructor and relevant university administrator/office.
- K. System Availability. UNC Online is responsible for providing a proctoring system that provides administrative of proctoring licenses, a proctored exam scheduling system, and exam availability for students/instructors/proctors to access/utilize. In addition, UNC Online is available for use 24 hours/day. UNC Online is responsible for notifying users of any down time, anticipated emergencies, and power outages.
- L. Steering Committee. UNC Online is responsible for maintaining a UNC Online Steering Committee, comprised of the constituent institutions' Functional/Operational Contacts. The Steering Committee shall meet on an annual basis to discuss the business of UNC Online. The UNC System is the convening authority and location.
- M. Verification. UNC Online is responsible for validating each student's identification and password against the appropriate constituent institution's identity system by using, at the option of the institution, methods such as (a) a secure login and pass code, (b) proctored examinations, **or** (c) new or other technologies and practices that are effective in verifying student identification.

VI. SIGNATORY. Each constituent institution will designate an authorized employee to serve as a signatory on all online education related forms and documents, as needed.

VII. INITIATION OF SERVICES AND CUSTODIAN. Each constituent institution will designate an employee authorized to receive FERPA-protected student information.

VIII. TERMINATION. All parties may terminate this MOU upon 120 days' prior written notice for any reason.

IX. NOTICE TO PARTIES. Any notice given, or required to be given, under this Agreement shall be deemed effective either upon personal delivery of a writing thereof or three (3) days after posting the notice thereof in First Class United States Mail as follows:

V. ADDENDUM I: DEFINITIONS

- A. Academic Integrity and Conduct. The same academic integrity and conduct standards apply to web-based, asynchronous courses and proctored exams as traditional campus courses.
- B. Administrative Units. Administrative units is a way for UNC Online to subdivide an entire campus catalog of offerings into autonomous segments based on Academic Colleges, Departments, or any other logical grouping.
- C. Campus Agreement. The campus agreement serves as the written documentation of expectations regarding the campus' role as it relates to exam proctoring. The campus agreement also outlines the primary points of contact regarding exam proctoring. See Addendum II.
- D. Campus Proctor Administrators. Campus proctor administrators oversee all proctoring activities for the constituent university.
- E. Close and Constant Exam Supervision. Close and constant exam supervision is a type of exam proctoring whereby the proctor monitors a student's exam appointment from beginning to end, at the exclusion of any other activity.
- F. Disability Support Services. Each university follows policies regarding disability support services. UNC Online is designed to support many disability support services.
- G. Dual/Parallel Exam Scheduling Systems. Dual/Parallel Exam Scheduling Systems are proctoring locations that use their own exam appointment scheduling system as well as UNC Online for exam appointment scheduling.
- H. Exam Appointment. An exam appointment is a period of time allocated by the student exam scheduling process that allows a student to take a given exam.
- I. Exam Appointment Scheduling, Canceling, Rescheduling. Exam appointment scheduling, canceling, and rescheduling are terms used to describe when a student creates an exam appointment with a proctor for a given online exam, when a student cancels an exam appointment with a proctor for a given online exam, and when a student reschedules an exam appointment with a proctor for a given exam.
- J. Exam Creation. Exam creation is when the instructor creates basic exam information in UNC Online to include: exam name, exam window, exam duration, exam type, and proctoring supervision type.
- K. Exam Creation Lead Time. The exam creation lead time is the minimum number of days before an instructor can create an exam in UNC Online.
- L. Exam Duration. Exam duration is the number of hours and/or minutes that the instructor has determined it should take the student to complete the exam.
- M. Exam Password. For online exams, the exam password in UNC Online is used to access the exam in the institution's LMS.
- N. Exam Proctoring Network. The Exam Proctoring Network is a group of UNC Online approved proctors, who are able to provide exam proctoring services for UNC Online students, who are enrolled in UNC Online courses.
- O. Exam Types. Three (3) exam types are available in UNC Online: online, online+paper, and paper.
- P. Exam Window. The exam window are the days when the exam is open for students to take the exam.

- Q. Instructor. The instructor is the person designated as the instructor of record for a given UNC Online course as determined by the instructor's university registrar's office.
- R. Online Course. Online courses are those courses that are delivered via UNC Online, by an instructor of the university of record, and using the university of record's course management system. Only courses coded as web-based, asynchronous by the university of record's university registrar may utilize exam proctoring services.
- S. Participating Campuses. Participating campuses are those UNC system universities that participate in UNC Online.
- T. Proctor. Proctors are those who schedule/approve/reschedule/cancel student exam appointments, check I.D.s, follow exam instructions, keep exam passwords secure and monitor students while they take an exam to ensure exam is taken according to instructor's exam instructions and university academic integrity and conduct policies. Proctor also finalizes each student exam appointment to indicate the exam appointment has been closed.
- U. Proctored Exam. Some online courses require students to take exams in a supervised environment. This helps instructors verify online students' identities and ensures academic integrity.
- V. Proctoring Fees. When students register for UNC Online courses, an alert about the possibility of proctoring fees being associated with this course is posted by the constituent university.
- W. Student. Student is a UNC Online student taking a web-based, asynchronous course through UNC Online and with one of the 16 UNC System universities.
- X. Student I.D. Verification. Student I.D. verification is the process by which a proctor verifies that the student taking a proctored exam is the same student who is enrolled in a UNC Online course.
- Y. Syllabus Language. Instructor syllabus language outlines the academic integrity and student conduct responsibilities, proctored exam appointment process, student responsibilities regarding proctoring fees, and other information regarding exam proctoring.
- Z. UNC Online/UNC Online Exam Proctoring. UNC Online/UNC Online Exam Proctoring is a division of the UNC System responsible for managing UNC Online Education to include course registration, exam proctoring and proctor licensing.
- AA. Use of Proctoring Resources. Proctoring is a resource that students, enrolled in web-based, asynchronous courses, may use as long as their instructors have set up their exams for proctoring. If a student or instructor misuses or abuses this resource then they may be denied usage of proctoring as determined by the DDL.

ADDENDUM II: JOINING THE UNC ONLINE PROCTORING SYSTEM

The following table outlines the basic steps needed to bring a university online with the UNC Online Exam Proctoring Network along with a brief description and deadlines for both the fall and spring semesters, depending on when the university is planning to first join UNC Online.

| Title | Description | Spring Deadline | Fall Deadline |
|-----------------------------|---|------------------------|----------------------|
| Submit Application | Providing all the information required in the application as well as acquiring the necessary signatures. | September 15 | March 1 |
| Approve Application | Reviewing the application, obtaining clarification, and performing the necessary work in the system to add the university. | October 1 | April 1 |
| Email to Instructors | A formal email should go out from the university to all the instructors that can/will use the proctoring system. This message should include the following information: <ul style="list-style-type: none"> • Proctoring statement for syllabi • Instructions for using the system • Links to online training materials | November 15 | March 15 |
| Implement Web Services | Taking the baseline PL/SQL packages from the system, installing them, and configuring them for the specific campus implementation of the university’s LMS. | December 1 | August 1 |
| Train Campus Administrators | Once the integration with the university’s LMS is complete, UNC Online will conduct a training session with the campus-based administrative personnel. | December 5 | August 5 |
| Train Instructors | Once the semester begins, instructors should have access to training with their active courses, which are available in UNC Online. | January 10 | September 1 |

The above schedule has been crafted to ensure a successful transition to UNC Online for the university. If these deadlines are not met, then it will affect the UNC System’s ability to incorporate the university into the system. Avoiding a last minute rush to implement directly before a semester begins should be avoided, as this may lead to negative feelings from university instructors, students, and staff, thus leading to poor adoption rates and a perceived failure of the system.

ADDENDUM III: CAMPUS AGREEMENT

Term of Agreement. In order for a campus to be a member of the UNC Online Exam Proctoring Network the university must have a current Campus Agreement on file with the UNC System.

The Campus Agreement will be renewed every two (2) years.

If changes need to be made to the agreement (i.e., a new contact for a campus role) then it is the responsibility of the functional/operational contact to inform UNC Online.

Purpose of Agreement. The purpose of the campus agreement is to:

- A. Outline the expectations for universities when joining UNC Online.
- B. Outline the roles and responsibilities required of the university. NOTE: There must be one designee for each university role with the exception of the LMS contact, since that contact may be a helpdesk.
- C. Outline the timelines required for completing tasks in order to meeting semester-based go live dates.

Campus Roles. The campus must designate one (1) person for each of the following four (4) roles: functional/operational contact, technical contact, learning management system (LMS) contact, and academic integrity and student conduct contact.

- A. **Functional/Operational Contact.** The functional/operational contact is the primary liaison between the university and the UNC System concerning all proctor-related issues from a non-technical perspective.

The functional/operational contact will be given administrative access to UNC Online and will be able to view all the necessary information so that instructors and students can be appropriately supported.

The role and responsibilities of the functional/operational contact will include, but are not limited to:

- i. Coordinating initial implementation
- ii. Serving as the university expert on the proctoring process
 - a. Disseminating information from the UNC System to others on campus
 - b. Answering questions from instructors and students
 - c. Answering questions from other personnel at the university
 - d. Escalating issues to the UNC System as needed
- iii. Training instructors during the initial implementation phase as well as ongoing
- iv. Participating in a UNC System Steering Committee to assist in governing UNC Online
- v. Maintaining a university-based webpage that contains information about exam proctoring
- vi. Maintaining accurate information regarding who the university contacts are and informing UNC Online of any changes to those contacts.

| | |
|-------------------------|--|
| Name of Contact | |
| University Title | |
| University Phone Number | |
| University Email | |
| Date | |
| Signature | |

- B. **Technical Contact.** The technical contact will serve as the university liaison between the university and the UNC System both during the initial deployment and ongoing support and maintenance of the technical integration into the university's LMS.

The technical contact will not have direct access to the exam proctoring system. Instead, the functional contact will have access to a different set of technical tools that will help install, configure, debug, and monitor the LMS integration.

The role and responsibilities of the technical contact will include, but are not limited to:

- i. Coordinating initial IT implementation
- ii. Implementing the web services infrastructure
- iii. Implementing the Oracle packages
- iv. Monitoring availability of services and responding in a timely fashion when unavailable, time being of the essence
- v. Providing post implementation support
- vi. Fixing bugs in the LMS
- vii. Implementing new features as required by the university

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|-------------------------|--|
| Name of Contact | |
| University Title | |
| University Phone Number | |
| University Email | |
| Date | |
| Signature | |

- C. **Learning Management System (LMS) Contact.** The LMS contact is the campus helpdesk email and/or instructions regarding how to file a ticket with the campus when issues with the campus LMS arise.

The role and responsibilities of the LMS contact will include, but are not limited to:

- i. Notifying UNC Online of LMS issues that may impact proctored exams (i.e., new versions of LMS, lockdown browsers, etc.)
- ii. Reporting LMS downtimes to UNC Online
- iii. Supporting instructors if they need assistance creating password protected exams
- iv. Responding to instructors if they have questions regarding LMS technical issues encountered

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| Name of Contact | |
| University Title | |
| University Phone Number | |
| University Email | |
| Date | |
| Signature | |

D. Academic Integrity and Student Conduct Contact. The academic integrity and student conduct contact will serve as the liaison between the university, instructors of the university, and students of the university with regard to potential academic integrity violations and student conduct violations. NOTE: Each university has its own policies regarding issues of academic integrity and student conduct.

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| Name of Contact | |
| University Title | |
| University Phone Number | |
| University Email | |
| Date | |
| Signature | |