

Student-chosen proctors are used in the RMUoHP program to maximize class didactic time. Exams are taken locally by the student and proctored by a proctor chosen by the student and approved by RMUoHP. The proctor system is an integral part of the academic process and is critical to academic integrity. ANY violations of the proctor agreement or process will be considered a flagrant violation of the RMUoHP Honor Code and the student will be subject to immediate dismissal.

RMUoHP requests that the proctor be an educator (in higher education) or a librarian. Proctors who are in higher education or are librarians will have a streamlined approval process (see below). Requests for proctors employed in other professional fields will require the approval of the academic dean. In this circumstance, the student must provide a letter stating the reason a librarian or college-level educator is not available. Exams **MUST** be taken in an appropriate setting (i.e. private space in a library or classroom); exams may **NOT** be taken in the proctor's or student's home. In addition, the following conditions have to be met for approval.

The proctor *cannot*:

- Be related to the student *in any way*.
- Be the student's employee or be supervised by the student.
- Live with the student.
- Have a present relationship with RMUoHP (as student, faculty member, administrator, committee member, etc).
- Be a proctor for another student in the same program.
- Be subsequently enrolled in the same degree program at RMUoHP for a period of two years following service as a proctor.

The student must complete the Proctor Integrity Process Form and Proctor Information Form provided by RMUoHP which includes the student's name, program and social security number as well as proctor information that includes the proctor name, mailing address, phone and fax numbers, and email address. All proposed proctors must submit a CV or resume. *For proposed proctors from fields other than higher education and the library field*, in addition to the above-mentioned letter, the student must also submit a copy of the proctor's driver's license (enlarged to ½ page size to show his/her legible signature) and one personal, written reference for the proctor, attesting to the proctor's moral integrity and understanding of the honor code system and implication therein.

Once this information is received at RMUoHP and approved by the Administration or Dean, as appropriate, the proctor will be sent a proctor agreement form that must be signed and returned to RMUoHP. No exams will be sent to the proctor without this signed form on file at RMUoHP.

In the event the proctor is unavailable for a specific exam, the student is responsible for obtaining a “substitute proctor” and submitting all the above, required information. It is recommended the student arrange for a “substitute” proctor in the event their approved proctor is unavailable. The “substitute” proctor must go through the approval process identified above.

Note: The University will provide your proctor with postage-paid envelopes to return any hard copy exams for convenience purposes only. However, students are responsible for reimbursing the proctor directly, as needed, for any expenses relating to copying or postage.

Checklist:

All proctor applications must include:

- ❑ Student Integrity Statement
- ❑ Proctor Information Form
- ❑ Proctor’s CV or Resume

Applications for proctors who are not librarians or college-level educators must also include:

- ❑ A large, clear copy of proctor’s driver’s license
- ❑ One personal, written reference attesting to the proctor’s integrity
- ❑ A letter from the student stating the reason a librarian or college-level educator is not available.