





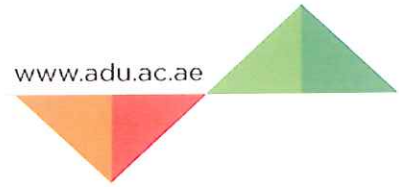
## Procedural Guidelines for Examinations and Proctoring

Endorsement and Approval		Signature
Prepared & Documented by :	Interim Head, Office of Academic Integrity	 March 28/2015
Reviewed and Approved by :	Provost	 30 March 15



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**1. Purpose:**

- 1.1 To provide guidelines for the process of examinations and proctoring to minimize the violations of the Academic Integrity Policy

**2. Scope of Application:**

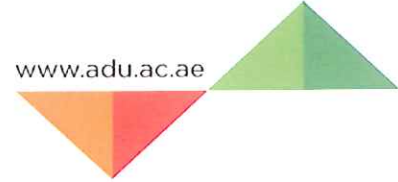
- 2.1 Examinations and proctoring

**3. Process Owner:**

- 3.1 The Office of Academic Integrity (OAI)

**4. Process Contributors**

The OAI, Deans Council, Academic Council, and University Council



## 5. Process:

### Procedural Guidelines for Examinations and Proctoring

#### I. Introduction

The content and particulars of examinations are decided by faculty members and communicated to the proctors and other concerned individuals such as IT staff. In the examination process, the overriding responsibility of the Office of Academic Integrity (OAI) is to ensure the integrity of the examination processes. This responsibility is discharged through overseeing the proctoring activities to minimize the violations of the Academic Integrity Policy (AIP).

The responsibility for providing proctors to administer examinations rests with colleges and academic units. In the event of shortfalls, the OAI will arrange for additional proctors to meet the needs of colleges and academic units.

In general, the OAI oversees the following proctoring-related activities:

- Scheduling of assignments,
- Selecting and retaining proctors, and
- Providing the necessary information and support.

The *Procedural Guidelines for Examinations and Proctoring* are described in the following sections. It is the responsibility of faculty members and proctors to be familiar with these rules and comply with them.

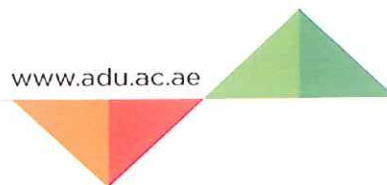
#### II. Personal and Professional Attributes of Proctors

The main role of proctors is to ensure that the exams are administered with utmost integrity, in suitable environments, and consistent with applicable rules and procedures. In all instances, proctors should possess the following attributes:

- Good reputation,
- Trustworthiness,
- Ability to take a supervisory role in the administration of examinations,
- Commitment to full-adherence to the proctoring rules and procedures,
- Lack of conflict of interest, both "in fact" and "in appearance," and
- General knowledge of education and outcome assessment processes.

#### III. Types of Examinations





The content and particulars of examinations are decided by the instructors. Irrespective of the type of examination, and to minimize the possibility of students' violations of the *Academic Integrity Policy* (Appendix 1), faculty members are requested to prepare more than one version of an exam (this could be done by simple rearrangement of the questions or changing numbers in the exercises, etc.). In addition, all examinations should have the standard *Exam Cover Sheet* (Appendix 2).

Examinations at ADU can be either "closed book" or "open book." In "closed book" examinations, access to all materials related to the course is strictly prohibited, unless the materials are provided by the instructor (e.g., a formula sheet). In "open book" examinations, students are allowed to have access to all materials, with the exception of those specifically prohibited by the instructor. In the absence of any specific information, examinations are to be considered as "closed book."

#### IV. Types of Proctors

Typically, two types of proctors are jointly responsible for ensuring the integrity of the examination process.

- Proctor – the person responsible for monitoring exam-taking activities to ensure compliance with applicable rules and procedures.
- Roving proctor – the person representing the college and responsible for all examinations in any given examination time slot. The roving proctor is responsible for overseeing the activities of all proctors and addressing any issues of concern.

#### V. Assigning Proctors

The scheduling of final examinations is the responsibility of the Office of the Registrar. The responsibility of the OAI is the assignment of proctors which is done in collaboration with the colleges. The OAI also provides the proctors with the scheduled assignments and other relevant information.

#### VI. Proctoring Duties

The specific duties of the proctors are classified into three phases as described in the following sections:

**A. Pre Examination** -- The smooth and efficient start of any examination sets the tone for the rest of the exam session. Thus, the objective of the Pre Examination duties is to ensure examinations start without glitches and to minimize the possibility of the last minute surprises. In this phase, the proctors should:

1. Be available in the examination rooms 20 minutes before the start of the examination.



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2. Rearrange the chairs to create physical separation between seats.
3. Keep the examinations in a secure place while preparing for the start of the exam.
4. Review each examination information sheet for special requirements requested by the instructor.
5. Allow students into the examination room ten (10) minutes before the exam time.
6. Ensure random seating of students as they enter the classroom and take-up seats.
7. Request each student to display valid Student ID (other valid IDs with photo such as Passport or Driving License may be acceptable).
8. Instruct students to put away all unauthorized materials, including mobile phones and other electronic devices in front of the classroom and away from where they are seated.
9. Review with students major items that constitute cheating (e.g. speaking, exchanging information, accessing unauthorized materials such as mobile phones, etc.).
10. Ensure each student receives the correct version of the exam.
11. Place the examination papers in front of students, faced-down, and one-by-one.
12. Instruct students not to preview the exam before the official starting time.
13. Announce the start of the examination, write the time of the examination on the whiteboard (e.g., exam duration two (2) hours, starting time 09:00 a.m., and finishing time 11:00 a.m.), and adjust the finishing time, if necessary (e.g., exams starting with some delays require finishing time to be extended to compensate for the delay).
14. Start the exam.

**B. During Examination** -- The most important objectives of this phase of proctoring, in the order of importance, are as follow:

1. Preventing conducts that are violations of the provisions of the AIP (e.g., cheating), and
2. Detecting acts of violations of the provisions of the AIP (e.g., catching cheating activities).

**Prevention** -- The continuous vigilance and engagement of proctors are the two necessary conditions to prevent violations.

**Detection of Violations** – In instances where direct evidence of violations exists (e.g., students' using and/or possessing handwritten or electronically stored course related materials), the proctor should take the following actions:

1. Approach the student.
2. Collect the Student ID and the examination papers.
3. Secure the evidence of violation such as handwritten notes or electronic devices.
4. Notify the instructor of the course or the roving proctor.





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5. Complete and submit to the OAI the *Exam Violation Documentation Form* (Appendix 3), along with the evidence of cheating (e.g., notes, mobile phones, or other electronic devices).
6. Notify the roving proctor and/or the representative of the OAI, in cases of non-cooperating students.

In instances where the violations of the AIP are suspected, but no direct evidence is observed, students should be allowed to complete the exam. However, once the exam is completed, student's exam papers should be marked as "suspected case of cheating," the instructor of the course notified, the *Exam Violation Documentation Form* completed, and the case referred to the OAI.

In addition to the above broad guidelines, proctors need to follow specific rules during examinations, as outlined below:

1. Ensure unauthorized electronic devices are kept away from the proximity of students.
2. Remind students that any violations of the AIP will result in the ejection of students from the examination room.
3. Instruct students to read and sign the "Warning Section" on the top of the *Exam Cover Sheet*.
4. Circulate "Attendance Sign-Up Sheet" to collect students' signatures.
5. Count the number of students to ensure it matches the number of signatures on the "Attendance Sign-Up Sheet."
6. Verify the identity of students by examining their IDs.
7. Inform students about the time remaining for the completion of the exam at regular intervals (e.g., every 30 minutes).
8. Prevent students to enter the examination room after 30 minutes from the start of the exam. In these cases, the *Non-Admitted Late Comers Notification Form* (Appendix 4) should be completed and submitted to the OAI.
9. Prevent students to leave the examination room prior to 40 minutes from the start of the exam.
10. Allow for complete duration of the exam time (e.g., if exam started 10 minutes late, allow additional 10 minutes at the end).
11. Prohibit use of any unauthorized materials or resources unless specifically allowed by the instructors.
12. Monitor students to ensure they are focused on completing the examination.
13. Encourage "wondering" or "restless" students to focus on the exams, preferably through non-verbal means (e.g., asking the question of "is there anything I can do to assist?").
14. Dissuade students contemplating violations of the AI rules, preferably by non-verbal means (e.g., walking towards them and standing in their close proximity).
15. Prevent students from copying the exams' questions.
16. Maintain a physical presence at all times by walking around and paying close attention to students' behavior and conduct.

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17. Ensure students are comfortable during examinations (e.g., ensure the room temperature is proper).
18. Respond to any special needs that may arise during examination (e.g., address the needs of a student that falls ill, suffers from substantial anxiety, or appears to be under undue stress).
19. Arrange for escorting of students to restroom facilities.
20. Monitor students' conduct while on emergency break (e.g., using the restrooms).
21. Beware of unusual activities and be alert to attempts of cheating.
22. Enforce the following exam-taking rules:
  - a. No talking between and among students,
  - b. No answering of questions by students or proctors,
  - c. No exchanges of any kind of materials between and among students, and
  - d. No change of seats unless for valid reasons and with the consent of the proctor.

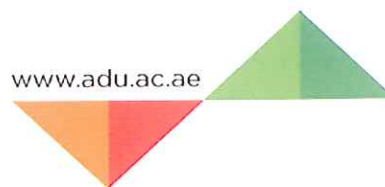
**C. After Examination** -- The most important objectives of this phase of proctoring are to:

1. Finish the examination on time and orderly.
2. Secure the completed examination papers.
3. Turn over the lab to the IT staff, in lab-based examinations.
4. Deliver completed exams to the representative of the college or the roving proctor.
5. Prepare and sign any necessary reports.
6. Make the room ready for the next exam.

The following rules are designed to achieve the above objectives, while minimizing the possibilities of any irregularities.

1. Alert students 15 minutes prior to the end of the exam.
2. Inform students five (5) minutes prior to the finishing time of the examination and remind them that no extra time can be provided.
3. Ensure that the exam finishes on time and that all students stop writing.
4. Ensure students remain seated until the proctor collects the examination papers.
5. Collect examination papers from students, one-by-one.
6. Account for the total number of exam copies by counting completed exam papers, matching the numbers against the number of students on the "Attendance Sign-Up Sheet," and the head count.
7. Validate the completeness of total copies of the exam (i.e., exams taken plus excess copies should be equal to the number of copies originally received).
8. Contact the IT staff to secure the lab for the lab-based examinations.
9. Remind students to collect their personal belongings.
10. Turn-over all the completed and unused/extra examination papers to the instructor or the college representative or the roving proctor.
11. Return all the proctoring materials (e.g., pens, pencils, extra papers, staplers, markers, etc.) to the college representative or the representative of the OAI.





12. Handover any items left behind by students to the Security Officer or the OAI Representative.
13. Clear the instructor desk of all leftover materials.
14. Sign the necessary forms and leave the examination rooms.

## VII. Procedures for Suspected Violations of the AIP

Where direct evidence of suspected violations of the AIP exists, exam papers are confiscated, any evidence of cheating (e.g., notes, mobile phones, or other electronic devices) secured,<sup>1</sup> the student ejected from the examination room, and the case reported to the OAI for investigation. All students found guilty of violating the AIP (i.e., cheating) will be dismissed from ADU. According to section IA of the AIP, examples of cheating include but are not limited to:

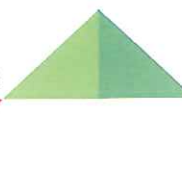
1. Copying answers from notes such as those written on the body, clothing, pieces of paper, or stored in the memory of electronic devices such as mobile phones, calculators, etc.,
2. Possession of unauthorized materials such as notes in all forms, including those saved in electronic devices,
3. Providing help to other students through whatever means,
4. Assisting or facilitating violations of the provisions of the AIP by other students, and
5. Hiring a surrogate test taker.

In instances where the violations of the AIP are suspected but no direct evidence is observed, students are allowed to complete the exam. However, once the exam is completed, students' exam papers should be marked as "suspected case of cheating," the instructor of the course notified, the Exam Violation Documentation Form completed, and the case referred to the OAI.

In all instances of suspected violations of the AIP, students must fully cooperate with the proctor. Any failure to follow instructions limiting the proctor's ability to collect the evidence of suspected violations (e.g., securing the mobile phones, electronic devices or written notes) will be construed against the students.<sup>2</sup>

<sup>1</sup> In the instances where the course related materials are stored in the memory of mobile phones or other electronic devices, the related files will be retrieved by the staff of the IT Department and turned over to the OAI to be used as evidence. The said device/s will be returned to the student after retrieving the evidence.

<sup>2</sup> Students who refuse to turnover their mobile phones or other electronic devices suspected of containing unauthorized course related materials for investigation will be subject to additional disciplinary actions, unless they sign a statement admitting that the electronic device contains unauthorized course related materials. The signed statement of admission will be used as the evidence supporting the allegation of the violation of the AIP.



### VIII. Summary

The particulars of examinations are decided by the instructors and communicated to the proctors and other concerned individuals such as IT staff. Irrespective of the type of examination, and to minimize the possibility of students' violations of *Academic Integrity Policy*, faculty members are requested to prepare more than one version of an exam. In addition, all examinations should have the standard *Exam Cover Sheet*.

Examinations at ADU can be either "closed book" or "open book." In "closed book" examinations, access to all materials related to the course is strictly prohibited, unless the materials are provided by the instructor. In "open book" examinations, students are allowed to have access to all materials, with the exception of those specifically prohibited by the instructor. In the absence of any specific information, examinations are considered to be as "closed book."

Examinations are stressful for students. Students' anxiety during examinations is often more severe than the proctors can appreciate. For this reason, all efforts should be made to provide for a relaxing environment.

The following guidelines should prove useful in reducing the level of anxiety and tensions.

- Ensure students' mobile phones and other electronic devices are kept in front of the classroom and away from where they are seated.
- Reach out to students seeking assistance.
- Use Professional Attire (Appendix 5).
- Engage, through non-verbal means, students that might not be focused.
- Avoid any form of confrontation with students.
- Maintain a calm and reassuring posture.
- Speak with low tone of voice.
- Avoid talking with other proctors.
- Avoid doing other tasks such as grading, reading, computing, etc.
- Monitor movements without attracting attention of the students (i.e., do not fixate on any one student).
- Let students feel your presence at all time.
- Maintain a serious attitude.
- Contact the roving proctor when needed.
- Have access to critical phone numbers (e.g., Business Support and Facilities, Security, Roving Proctor, and the OAI Representative).
- Be pleasant.
- Wear a smile.



## Appendix 1:

### Academic Integrity Policy

#### POLICY

Abu Dhabi University maintains that all students are expected to embrace the highest standards of Academic Integrity in their pursuit of knowledge. This policy is to ensure that faculty and students are aware of and understand the importance of Academic Integrity. This policy replaces the Academic Integrity Policy (09.PRO.005.R).

Executive Order	0639
Supersedes	EO 0388 (Old Policy Management)
Version Number:	08
Date Approved:	01.06.2011
Effective Date:	01.06.2011
Policy Owner:	Provost
Viewing Access Level:	Public
Next Review Date:	Fall 2017

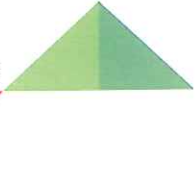
#### Change History

Version Number	Change Description	Date	Changed By
06	▪ The wording of the policy has been changed to make it clearer. Also, the list of possible sanctions for academic integrity violations has been expanded. The new policy includes a provision that students will be expelled from the university after a third academic integrity violation.	20.03.2011	Provost
07	▪ Formatting and Signature Line to be in compliance with the new approved ADU Bylaws	14.04.2014	VC
08	▪ Formatting and Signature Line to be in compliance with the new approved Policy on Policy Management	14.09.2014	Chancellor

#### Introduction

Academic Integrity Policy (AIP) establishes the framework for the expected conduct of students to maintain the highest standards of ethics.





The information on the following pages will help students and faculty to understand the various forms of Academic Integrity Violations and the consequences resulting from such violations.

### Academic Integrity Violations

There are various ways in which academic honesty can be violated which are discussed below.

#### A. Cheating

Cheating is an act that diminishes learning process and is intended to gain grades and academic advantages without actually doing the intellectual work that merits the grades or degree.

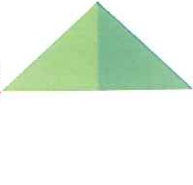
Examples of cheating include but are not limited to:

1. Copying another person's test answers during an exam
2. Exchanging information regarding an exam during the exam
3. Copying answers from notes such as those written on the body, clothing, pieces of paper, or electronic devices such as mobile phones and/or calculators.
4. Obtaining a copy of or information about an examination ahead of time
5. Looking up answers in a book when the exam is specifically a closed book exam
6. Buying projects and term papers
7. Copying from someone else's paper, project or assignment.
8. Using notes or books during exams unless expressly allowed by the instructor
9. Hiring a surrogate test taker
10. Bringing forbidden materials such as calculators, computers, books, or notes into the exam unless expressly allowed by the instructor
11. Communicating with other students regarding the examination during the exam
12. Student failing to switch off a mobile phone during the exam

#### B. Plagiarism

Plagiarism means representing another person's work as the student's own without acknowledgments. Plagiarism is a form of cheating. It means that students have submitted work for grading that they have not written themselves. Hence, there is no way to know if students have learned the material or merely copied it.

While students may source direct quotes and pieces of texts, these should be used to support ideas. Even if all the sources have been properly cited, extensive copying is unacceptable, as understanding can only be demonstrated by students using their own thoughts and words.



Examples of plagiarism include but are not limited to:

1. Borrowing all or part of another student's paper or using someone else's outline
2. Using the same paper for multiple classes
3. Submitting the same paper in two different courses and submitting it as the student's own work

#### C. Fabrication of data

Fabrication is the falsification or invention of any information or citation in an academic exercise. Fabricated information or data may not be used in any laboratory experiment or research project.

Examples of fabrication include but are not limited to:

1. Deliberately misreporting results of an experiment or field research
2. Inventing data and resources for written, oral, or other presentations
3. Inventing case studies and relevant facts in reports, papers, or presentations

#### D. Presenting false credentials

Presenting false or misleading credentials on applications, CV's, and any other documents presented as part of the student's life constitutes academic dishonesty.

Examples of false credentials include but are not limited to:

1. Claiming degrees that were not earned
2. Failing to report colleges and universities attended
3. Presenting falsified transcripts
4. Presenting falsified information
5. Falsely claiming employment
6. Misrepresenting immigration status
7. Using fake ID cards

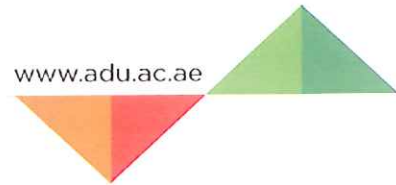
#### E. Collusion

Collusion occurs when students work together on a piece for assessed work when "working together" is not allowed. Collusion can occur when students copy from each other. Evidence of collusion on students' papers occurs when two or more papers have similar or identical wording.

An individual student's understanding cannot be assessed if "ownership" of the assignment cannot be determined.

A student who "lends" his paper to other students is just as guilty as those who have copied from it, and unless it can be proven with absolute certainty, who wrote the original paper, the "lender" will also be faced with academic penalties.

#### F. Free Riding



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When assigned to work in collaborative groups, all students should participate in the activity or project. Students who could not demonstrate their contribution to the group work/activity will be considered as cheaters.

#### **I. Penalty for Violations of Academic Integrity**

All instances of violations of the AIP are subject to sanctions, including dismissal for cheating, other academically related egregious acts of deceptions and/or reckless disregard for the principle of academic integrity. Under special circumstances and/or based on lesser degree of severity of AIP violations, lower sanctions may be imposed.

Students found in violation of AIP for the second time will be subject to more heightened sanctions. Students found in violation of AIP for the third time will be subject to dismissal from ADU.

Imposition of any sanction for violation of AIP is subject to due-process being carried out, availability of sufficient evidence being examined, the adjudication process being completed, and the process of appeal being exhausted.

Students dismissed from ADU for violation of AIP will receive a failing grade (F) in the course in which the violation has occurred and Administrative Withdrawals (WA) in all other courses taken in the same semester. Students dismissed from ADU for violation of AIP are not eligible for receiving any refunds of tuitions and fees.

#### **Exceptions**

For any conditions/circumstances and/or exceptions outside the conditions stated in this policy, a request shall be presented to the Board of Directors for decision.

#### **Authorization**

This policy was authorized by the:

#### **University Chancellor:**

\_\_\_\_\_  
**Chancellor, Dr. Nabil Ibrahim**

14.09.2014

**Date**



## Appendix 2: Exam Cover Sheet

### Exam Cover Sheet

CHA-OAI-002-F01

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#### WARNING

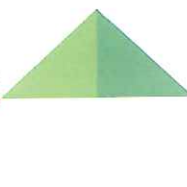
**Possession of smart phones or other electronic devices containing course-related materials during the exam is a violation of the Academic Integrity Policy and subjects the student to dismissal from ADU.**

Signature of Students: \_\_\_\_\_

Student Name	
Student ID No.	
Course Code and Title	
Course Instructor	
Course Section	
Date and Duration of the Exam	
Exam Type (open/ closed book)	
Additional Materials Allowed	

#### Instructions to Students:

- You must put your ID on the desk in front of you.
- You must sign the Warning Section on the top of this Exam Cover Sheet.
- You must sign the attendance sheet.
- You must not cheat: do not copy from another paper, ask for or give assistance, or carry any documents related to the exam. Any violation of the rules will result in your ejection from the examination room and dismissal from ADU.
- If you have a question, raise your hand and wait until the proctor acknowledges you.
- Roving Proctors, if exist, will visit your class at regular intervals.
- You should respect proctors who will have the authority to dismiss you out of the exam room if you misbehave.
- You should keep your eyes on your own paper.
- You are not allowed to take the examination paper out of the examination room, or take photos of the papers.
- You should not leave your seat without permission from the proctor.
- You are not allowed to hand in your answer scripts until 40 minutes have elapsed after the commencement of the examination.
- When you finish the exam, raise your hand and wait until the proctor acknowledges you and takes your exam paper.
- Students must leave the room quietly.



### Appendix 3: Exam Violations Documentation Form

#### Exam Violations Documentation Form

CHA-OAI-001-F02

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Campus: \_\_\_\_\_ Semester: \_\_\_\_\_  
Exam Room no. \_\_\_\_\_ Date: \_\_\_\_\_  
Time: \_\_\_\_\_ Course Code: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Section: \_\_\_\_\_

Name of the Student \_\_\_\_\_ Student ID Number \_\_\_\_\_

Description of nature of alleged offence:

\_\_\_\_\_  
\_\_\_\_\_

Description of action taken:

\_\_\_\_\_  
\_\_\_\_\_

Description of student reaction:

\_\_\_\_\_  
\_\_\_\_\_

Description of evidence collected:

\_\_\_\_\_

Proctor 1 Name \_\_\_\_\_ Signature \_\_\_\_\_

Proctor 2 Name \_\_\_\_\_ Signature \_\_\_\_\_

Roving Proctor Name \_\_\_\_\_ Signature \_\_\_\_\_

Security staff Name \_\_\_\_\_ Signature \_\_\_\_\_



**Appendix 4: Non-Admitted Late Comers Notification Form**

**Non-Admitted Late Comers Notification Form**

CHA-OAI-001-F03

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Campus: \_\_\_\_\_ Semester: \_\_\_\_\_  
Exam Room no. \_\_\_\_\_ Date: \_\_\_\_\_  
Time: \_\_\_\_\_ Course Code: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Section: \_\_\_\_\_

Name of Student: \_\_\_\_\_

ID: \_\_\_\_\_

Reason for coming late:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proctor 1:

Name: \_\_\_\_\_ Signature \_\_\_\_\_

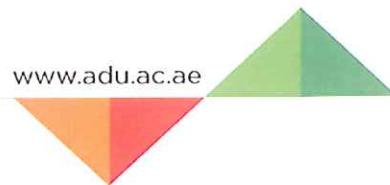
Proctor 2:

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## Appendix 5: ADU Official Dress Code

### The University of Abu Dhabi Standards for Professional Appearance and Dress

The University expects that employees' appearance, personal hygiene, and dress will be neat, clean and appropriate to the function they perform at the University. Out of respect for and with deference to the customs, traditions and sensibilities of the people of the United Arab Emirates, and for purposes of clarifying appropriate standards for professionalism at The Abu Dhabi University, the following are made a part of the staff policies:

#### Male Staff

Long- or short-sleeved dress shirts with tie during the fall and spring terms. Similar dress shirts or collared polo shirts without ties may be worn during summer term (no tight fitting shirts or T-shirts please). Coats/blazers are encouraged, but not obligatory. Dress trousers/pants (no jeans, sweat pants or shorts please). Dress shoes should be worn at all times (no sneakers/athletic shoes please). UAE National attire is allowed for UAE Nationals or Arab Muslim staff/ with sandals. Excessive embellishment with jewelry, etc. is discouraged.

#### Female Staff

Long- or short-sleeved blouses during fall and spring terms. Similar dress blouses or collared polo shirts may be worn during summer term (no tight fitting blouses or T-shirts please). Coats/Blazers are encouraged, but not obligatory. Dress trousers/pants or below the-knees skirts (no jeans, shorts or tights please). Dress shoes should be worn at all times (no sneakers/athletic shoes please). Official UAE National attire is allowed for UAE Nationals or Arab Muslim staff/ with sandals. Excessive embellishment with jewelry, etc. is discouraged.

(Ref: ADU Employee Manual)

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## 6. Related Records:

Reference Number	Record Name	Retention Period	Location
Executive Order No. 639	Academic Integrity Policy	Archived indefinitely online by document history in Policies repository SharePoint site - <a href="#">aduportal</a>	Policies repository on <a href="#">aduportal</a> SharePoint controlled by Administrative and Policy Officer - Office of the Vice Chancellor

## 7. List of Amendments:

Issue #	Page #	Amendments	Date	Approved By
1	-	Initial Issue		

## 8. Process Measures (Performance Indicators)

## 9. Exceptions

For any conditions/circumstances and/or exceptions outside the conditions stated in this procedure, a request shall be presented to either Vice Chancellor or Provost for treatment. Either one will advise on what level of approval is required based on the risk involved in approving the exception. The highest authority to address major exceptions is the Chancellor whom will be recommended by the Vice Chancellor or Provost depending on the nature of the procedure.