INTRODUCTION
This policy shall apply to all FEEDS courses, at both the graduate and the undergraduate levels, offered by the College of Engineering and Computing.

PURPOSE
The purpose of this policy is to establish a set of uniform standards for all FEEDS courses at the College of Engineering and Computing. The policy is intended to: 1) provide safeguards to protect the quality and the integrity of the various programs’ curriculums; and 2) ensure uniformity and consistency of the requirements for FEEDS throughout the faculty and the programs.

POLICY
Examinations
1. Regardless of their place of residence, students cannot be required to take a proctored exam on-campus. Students who choose not to come to campus to take the on-campus proctored exam(s) must notify the professor and the FEEDS office before the final add/drop date of their intention to take the exam at an approved proctoring center or with an approved virtual proctoring center such as Proctor U (http://www.proctoru.com/).
2. Professors teaching FEEDS courses can require no more than 2 proctored exams per course per term, regardless of the duration of the exam.
3. All FEEDS examinations are to be given simultaneously, i.e., all offsite FEEDS students must take examinations at the same time that they are being given to the in-class students. Logistics will be coordinated by FEEDS office.
4. FEEDS courses may require up to two proctored exams. Exams that are proctored virtually or at an off campus testing center will have an additional charge. It is the responsibility of students who wish to make use of virtual or off-campus testing options, prior to the end of the drop-add period, to determine the availability and costs of virtual or off-campus testing convenient to their place of residence.
5. It is the professor’s responsibility to clearly state in the course syllabus whether one or two proctored exams will be required, the dates and times on which those exams will be given, and the location of the proctored exams. Students are responsible for determining whether their online course requires a proctored exam and details as to schedule and location by checking the course syllabus upon gaining access to the course.
6. All off-site examination proctors must be prequalified by the FEEDS Office.

Note: Any requests that falls outside of this policy must be approved by the Dean of the requesting professor. If a professor desires to have more than two proctored exams, a confirmation email must be sent to their Instructional Designer acknowledging that the request has been approved by the Dean and their department has agreed to incur costs for the additional exams.

Delivery of Lecture
1. The videos of the in-class lectures are to be delivered by high speed internet streaming video only.
2. Video cassettes or compact discs of the lecture will henceforth not be delivered to FEEDS students via U. S. Mail or pickup.
3. Since inexpensive broadband service is available nationwide via cable, DSL, LAN, or satellite (DirectWay from DirectTV), no exceptions will be made to this policy. The burden of proving that a particular area has absolutely no broadband service using any of these means shall be on the prospective student.

Time of Exposure
1. The period of time that any FEEDS lecture will be available by streaming video shall be one week (unless a shorter restriction is posted by the instructor on Blackboard). This will be enforced in order to ensure that students view class lectures in a timely fashion and before subsequent lectures are posted.

Access
1. Each student enrolled in a FEEDS course will have access to video lectures via Blackboard. Usernames and passwords are controlled by Blackboard, and subsequently, by PantherSoft.
2. Students will not be able to download or save the FEEDS lectures' videos. The lectures will be posted as view-only.
3. Each student will be given access to the last three (3) weeks of lectures only after they have completed an online course evaluation.

Caps on FEEDS Courses
1. The maximum number of students that will be allowed to register for a FEEDS course shall be 20, subject to Instructor override and Chair approval.
2. The minimum number of students required to keep a FEEDS class open is 4, subject to change upon a written request from the Department Chair and approval of FEEDS.

Class Attendance
1. While FEEDS students are welcomed to attend class on campus, the Instructor has the right to not allow them to attend if the class room is filled to its capacity. This policy ensures that students registered for the face-to-face section are able to find seating.

Course Allocation
1. FEEDS courses will be allocated every semester to all Departments based on the Departments’ enrollments in their Graduate and Undergraduate programs.
2. Departments have to schedule their FEEDS classes within the timeframe given by FEEDS.
3. Any and all unused sessions will be re-allocated to other Departments on a highest-need basis.

Notification
1. Prospective FEEDS students are to be notified (constructive notice) of this policy by its inclusion in: (a) the course syllabus and (b) the COE FEEDS web site or by any other official means available to provide information to students at large.

Applicability
1. This policy will be enforced beginning Fall 2009 term. The College’s External Programs can review, revise and/or modify this policy at any time thereafter as needs arise. At least one semester will be allowed, however, before enforcing any revised policy.

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