Ethical academic conduct is an essential principle of the University of the Pacific and the National Collegiate Athletic Association (NCAA). All student-athletes must abide by university policy pertaining to academic integrity. In addition, NCAA bylaw (14.9) specifies that all student-athletes who participate in collegiate athletics, as well as institutional employees, are expected to conduct themselves with academic integrity at all times.

In the event that a student-athlete must miss an exam/quiz due to a university-sponsored event (i.e. team travel and/or competition), the student-athlete must follow the following procedure:

1. Student-athlete must notify their professor at least one week prior to the date of departure from campus. At the time of notification, the professor and student-athlete will discuss the following:
   a. Rescheduling of the exam/quiz on campus prior to, or immediately upon return from team travel
   b. Taking the exam/quiz on the road
2. If permission to take the exam/quiz on the road is granted, the student-athlete will fill out a Proctor Request Form with professor and the student-athlete must return the form to Student-Athlete Services and the Eligibility Specialist immediately (72 hours before departure).
3. Student-Athlete Services and the Eligibility Specialist will then coordinate exam/quiz retrieval, proctor personnel, exam/quiz return, and proctor request form verification.

IF EXAM/QUIZ IS TO BE TAKEN ON THE ROAD:

Criteria to identify authorized proctor in order of precedence (proctor will be determined by Assistant AD)

- **First**: Athletics Administrator/Staff
- **Second**: Academic staff at opposing institution (Assistant Director of Athletics for Student-Athlete Services will reach out to Academic staff at the opposing institution)
- **Third**: Head Coach
- **Note**: Under no circumstances can any of the following personnel proctor an exam/quiz: Director of Operations, Video Coordinator, Assistant Coach, Graduate or Student Manager, Student Coach, Athletic Training Student, Volunteer Coach, or Student-Athlete.

Proctoring policies

1. The exam/quiz must be taken in an isolated room with little-to-no distractions, unless approved in advance by Assistant Director of Athletics for Student-Athlete Services.
2. Proctor should remain in the room, monitoring the student-athlete during the duration of the exam/quiz.
3. Only designated items approved by the professor will be allowed in student's possession while taking exam/quiz. Proctor should hold any additional items until exam/quiz is completed (i.e.: phone, iPad, backpack, notes, etc.).
4. Exam/quiz should always remain in a sealed envelope prior to time to give the exam/quiz.
5. Prior to administering exam/quiz, proctor and student-athlete review Professor's instructions on Proctor Request Form and Proctoring Exams/Quizzes and Scheduling Policy.
6. Immediately following the exam/quiz, proctor and student-athlete will complete the Proctor Request Form found in the envelope with the exam/quiz, verifying strict adherence to the instructor's guidelines and proctor policy.
7. Proctor must return exam/quiz and completed Proctor Request Form in sealed envelope (provided with exam/quiz) to the Student-Athlete Services and Eligibility Specialist no later than 11am the next business day after returning to campus.
8. Student-Athlete Services and Eligibility Specialist will deliver exam/quiz and a copy of the Proctor Request Form to the professor. Original copy of the Proctor Request Form will be kept on file in Student-Athlete Services and Compliance.
Contingent upon approval of the professor, a student-athlete requests to take a regularly scheduled class quiz/exam while traveling away from campus for the purpose of engaging in intercollegiate athletic competition. The quiz/exam will be administered per Proctoring Exams/Quizzes and Scheduling Policy (see reverse) and the professor’s instructions (see below). The proctor and the student-athlete will verify compliance of agreed upon procedure.

**Student and Course Information** (to be completed by Student-Athlete):

Student-Athlete Name: ____________________  ID#: ____________________  Sport: ____________________

Course Title: ____________________  Course #/Section: ____________________  Professor: ____________________

**Testing Instructions** (to be completed by Professor):  

Length of Time allotted for the exam/quiz: ____________ hour(s) and ____________ minute(s)

Exam/Quiz Delivery (circle one):

- Professor will deliver to Student-Athlete Services Staff  
  (by 4pm the business day prior to team departure)
- Professor will email to lmachadocurran@pacific.edu  
  (by 4pm the business day prior to team departure)
- Student-Athlete Services Staff will pick up from professor

Exam/Quiz Return (circle one):

- Professor will pick up from Student-Athlete Services Staff  
- Student-Athlete Services Staff will return to professor’s office in sealed envelope  
- Student-Athlete Services Staff will place in a sealed envelope in campus mail  
- Other: ____________________

Do You Have a Preferred Date/Time for Administration of Exam/Quiz?: ____________________

Aid(s) Allowed During the Exam/Quiz (circle all that apply):

<table>
<thead>
<tr>
<th>Notes</th>
<th>Internet</th>
<th>Group Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook</td>
<td>Calculator</td>
<td>None</td>
</tr>
<tr>
<td>Computer</td>
<td>Scratch Paper</td>
<td>Other: ____________________</td>
</tr>
</tbody>
</table>

**Special Instructions for Exam/Quiz** (to be completed by professor):

Professor Email: ____________________  Office #/Building: ____________________  Phone #: ____________

Professor Signature: ____________________  Date: ____________________

**Statement of Compliance** (to be completed by Proctor and Student-Athlete):

By my signature, I acknowledge I administered the exam/quiz in accordance to the specified instructions above and followed the Proctoring Exams/Quizzes and Scheduling Policy (see reverse).

Proctor Name & Title: ____________________  Proctor Signature & Date: ____________________

By my signature, I acknowledge my exam/quiz was administered in accordance to the specified instructions above and followed the Proctoring Exams/Quizzes and Scheduling Policy (see reverse). In addition, I completed my own work independently, honestly, and I have not collaborated with others about exam/quiz.

Student-Athlete Name: ____________________  Student-Athlete Signature & Date: ____________________

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For Student-Athletes Services Staff Use Only

Student-Athlete Services Signature: ____________________  Date Exam/Quiz Received from Proctor: ________  Date/Time/Location Exam/Quiz was Delivered to Professor: ________