

## UNG Mathematics Department Guidelines for Online Classes

Any student taking an online UNG Mathematics class should be aware that students will be required to take one or more proctored assignments according to department guidelines. While exact details are determined by the instructor some classes might require travel to an in-person exam either administered by the instructor on campus (free) or at a testing center (for a fee).

All UNG online Mathematics classes should adhere to the following guidelines:

### Proctored Activities

- The instructor must give a comprehensive final exam. The final exam must be proctored and must count at least 25% of the course grade.
- At least 40% of the course grade must be from proctored assignments.
- Aside from the required final exam, the instructor may choose the proctored assignments/activities.
- Students must pass the proctored activities portion of their grade with a minimum average of 60% to receive a passing grade of D or higher in the course.

Live proctoring methods should be used. The instructor may use any combination of

- in person on campus (free)
- at an approved proctoring location as listed by Distance Education & Technology Integration (for a fee). These include Georgia testing centers and United States military bases.
- online via webcams with a DETI-approved **live** proctoring service (for a fee), which to date, includes ProctorU.

Student IDs must be verified during proctored activities.

Students should see the class syllabus for precise details.