

**SUNY Ulster**  
**THE LEARNING CENTER**  
**TESTING POLICY FOR NON-RESIDENTS STUDENTS**  
**(Distance Learning Students)**

- All testing for non-resident students is proctored by the staff of the Learning Center. The students must adhere to the same testing policies as a resident student.
- Non-resident students are charged a \$25 testing fee.
- Non-resident students must provide to their instructor(s) where they are taking their exam, the name of the proctor, date and time when taking the test.
- They must provide an email address and phone number of the instructor to the proctor in the Learning Center to get specific instructions for proctoring and returning the test.
- They must notify their instructors if they need their proctor to provide special testing accommodations.

**Additional guidelines:**

- Students will be asked to leave all books, cell phones, PDAs, and notes outside the testing area.
- Students will not be allowed to use the LC computers while testing unless use of a computer is part of the accommodation or requested by the instructor.
- Students will be required to leave all completed tests with the LC staff.

Please become aware of the college's policy on academic integrity in the college catalog regarding your responsibility as a student under **Student Academic Honesty**. If you are in violation of the policy, immediate action will be taken and reported to your instructor and possibly the Associate Dean of Student Services. Think twice before you cheat; it is not worth jeopardizing your academic future at SUNY Ulster.

**Staff member(s) who can receive exams:**

**Donna Diamond, Instructional Assistant** - She is the designated person to schedule an exam for distant learning students for late afternoon/evening hours. 845-687-5039 [diamondd@sunyulster.edu](mailto:diamondd@sunyulster.edu) or [lac@sunyulster.edu](mailto:lac@sunyulster.edu).