

SUBJECT: Make-up Assignments for Authorized University Events or Co-curricular Activities	Effective Date: 3-30-05	Policy Number: 4-401	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Provost and Executive Vice President		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all faculty members of the University of Central Florida.

POLICY STATEMENT:

Students are frequently asked to represent the university in authorized events and activities. In some cases, this participation conflicts with the students' course assignments and requirements. It is university policy that faculty members offer a reasonable opportunity for such students to complete missed classroom assignments, including written or oral examinations, quizzes, term papers, or other assignments. Furthermore, the make-up assignment and grading scale should be equivalent to the missed assignment and its grading scale. No penalty due to absence may be applied to these make-up assignments.

PROCEDURES:

The names of students participating in authorized activities, intercollegiate athletics, band, choir, co-curricular activities, and academically related program events will be listed on a Program Verification Form. It is the student's responsibility to present a copy of this form signed by the appropriate individual to the faculty member(s) responsible for the class from which the student will be absent. The student must provide the Program Verification Form prior to the class in which the absence occurs.

The university sponsor signs a copy of the Program Verification Form and files it with the Office of Student Rights and Responsibilities for verification purposes.

If further verification is necessary, contact the Office of Student Conduct at 407-823-2851, or, for athletic events, Academic Services for Student-Athletes at 407-823-5895.

FORMS:

Program Verification Form: http://provost.ucf.edu/forms/docs/makeup_assignment.pdf.

INITIATING AUTHORITY: Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-401	
Initiating Authority: <u>[Signature]</u>	Date: <u>4/7/05</u>
Policies and Procedures Review Committee Chair: <u>Beth Barnes</u>	Date: <u>April 6, 2005</u>
President or Designee: <u>John C. Hill</u>	Date: <u>4/11/05</u>