



# Make-up Assignments for Authorized University Events or Co-curricular Activities

<b>Policy Number</b>	4-401.2
<b>Responsible Authority</b>	Provost and Vice President for Academic Affairs
<b>Initiating Authority</b>	Provost and Vice President for Academic Affairs
<b>Effective Date</b>	12/10/2018
<b>Date of Origin</b>	3/30/2005

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## APPLICABILITY/ACCOUNTABILITY

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This policy applies to all instructors of record.

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## POLICY STATEMENT

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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 instructors of record 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.

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## PROCEDURES

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The names of students participating in authorized activities such as, intercollegiate athletics, band, choir, co-curricular activities, and other academically related programs and events to represent the university 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 instructor(s) of record 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.

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**RELATED INFORMATION or DOCUMENTS**

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[Program Verification Form](#)

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**CONTACTS**

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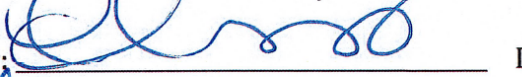
Office of Student Rights and Responsibilities: 407-823-4638

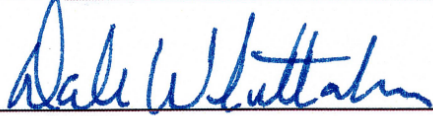
For athletic events, contact Academic Services for Student-Athletes: 407-823-5895

**POLICY APPROVAL**  
**(For use by the Office of the President)**

Policy Number: 4-401.2

Initiating Authority:  Date: 12-7/18

University Policies and  
Procedures Committee Chair:  Date: 8/30/18

President or Designee:  Date: 12/10/18