

October 24, 2007

To: Faculty Senate

From: Cynthia Young
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NCAA Faculty Athletics Representative

Re: Make-up Test Policy for Students who Miss Class While Officially
Representing UCF

On March 30, 2005 the UCF Provost and Vice President for Academic Affairs instituted policy # 4-401. This policy applies to all faculty members at the University of Central Florida. This policy states:

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 examination, 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 the absence may be applied to these make-up assignments.

As the NCAA Faculty Representative I encountered several faculty resistant to this policy and in August 2006 Dr. Rick Schell, Dean of Undergraduate Studies, sent a memo to all faculty stating:

Some faculty members have responded in ways that penalize the students either by limiting their choices or denying them timely assessment. None of the following actions are in keeping with the UCF policy:

- *Using a missed test as the one that is dropped when students are allowed to drop one test grade;*
- *Requiring students to take an optional comprehensive final exam in place of a missed test;*
- *Weighting the final exam more heavily for these students than for others;*
- *Giving the make-up test during the final examination period.*

An Option that you may have not considered is to have your test proctored by an academic advisor or university official traveling with the student or by a faculty member at the host institution.

In Fall 2007 I have encountered the following situations:

- Student Athlete has a class that has 4 tests and a final exam. She will miss tests 2 and 3. The instructor said that during the last week of class (the same week as test 4) that she can take tests 2 and 3 make ups. This has the student receiving no formative assessment after test 1 and loading up tests 2, 3, 4, and the final exam within one week. The instructor and chair said that this instructor is technically following the policy because the policy does not specify when the make up test must occur. Dr. Schell does make the statement, however, “denying them timely assessment.”
- Student taking a large class will miss test 2 which is a 50 question multiple choice test. The instructor gives two options (1) take a 50 question multiple choice cumulative final exam (clearly not equivalent content) or (2) take an essay test on the same material when returning from competition. The instructor argues that the material is equivalent because it covers the same material and that since the test is worth the same number of total points it is equivalent in grading scale. I argue that an objective MC test does not have an equivalent grading scale as a several question essay test that is subjectively graded.

I am requesting that Faculty Senate address the following three issues.

1. **POLICY APPLIES ONLY TO STUDENTS REPRESENTING UCF:**
Faculty often respond with they have to use the same make up policy for all students. This equates students representing the university with students who missed a test for other reasons. This policy only affects students officially representing UCF.
2. **FACULTY POLICIES NOT IN THE SPIRIT OF UCF POLICY:**
Faculty feel they are technically adhering to the policy even though students and administrators do not feel that their policy is in the spirit of “not penalizing the student” spirit of the policy. Can the faculty senate draft a policy that has specific scenarios to help give administrators and faculty more clear guidelines on this?
3. **ENFORCEMENT OF POLICY/APPEALS:** Where do students go when they feel an instructor’s policy penalizes students representing UCF?