

Scholastic Standards Committee
To the University Senate
February 7, 2022 – presentation
March 7, 2022 - vote

Update of Syllabus Requirement to Include Make-Up Assignment/Assessment Policy

Rationale:

In an effort to help instructors manage requests by students for make-up opportunities, instructors should include clearly established course policies and expectations in course syllabi. This will provide students a clear set of course expectations particularly as they relate to late or missed assignments/assessments/projects. Syllabi which include policies and expectations related to possible make-up opportunities will allow the student to make informed decisions about course engagement, participation and what to do when needing to miss class due to illness or extenuating reasons. Extenuating reasons for missing a class component may not be easy to document and opportunities to address missed course components will help both instructors and students. Clearly established course policies which outline what a student may do to make up missed work will help to avoid the back and forth between student and instructor when make-up work is requested.

The SSC believes this policy will be helpful to:

1. Students, who will be fully aware of the policy for each class;
2. Instructors, who will refer to their pre-determined policy rather than having to make ad hoc decisions throughout the semester; and
3. The Dean of Students office, whose members will have full information about each class's policy as they support students with questions or concerns.

Guidance on and example of make-up policies will be developed and kept up to date on the Provost's website.

In reviewing the language from Senate By-law II.E.9, which states "The Instructor concerned is given full and final authority (except in the case of final examinations) to decide whether or not a student is permitted to make up work missed by absence and on what terms," the SSC confirms that it is up to the instructor to determine the precise nature of the policy, which may be not to accept missed assessments.

Current By-Law

2.E.II

Responsibility for the Academic Assessment of Students

The authority to determine a student's grade in a course lies with the instructor of record. In order to minimize student misunderstandings, course requirements must be stated in the syllabus for the course. Instructors shall provide, in writing on the first day of class, syllabi and schedules if not included in syllabi, to students in their courses, including internships and independent studies. Instructors shall specify what will be taught, when and how it will be taught, when and how learning will be assessed, and how grades will be assigned, and (for distance education courses) how student identity will be authenticated.

Proposed By-Law

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Responsibility for the Academic Assessment of Students

The authority to determine a student's grade in a course lies with the instructor of record. In order to minimize student misunderstandings, course requirements must be stated in the syllabus for the course. Instructors shall provide, in writing on the first day of class, syllabi and schedules if not included in syllabi, to students in their courses, including internships and independent studies. Instructors shall specify The authority to determine a student's grade in a course lies with the instructor of record. In order to minimize student misunderstandings, course requirements must be stated in the syllabus for the course. Instructors shall provide, in writing on the first day of class, syllabi and schedules if not included in syllabi, to students in their courses, including internships and independent studies. Instructors shall specify what will be taught; when and how it will be taught; when and how learning will be assessed; *if, when, and how missed assignments (for which medical documentation cannot be required) will be handled*; how grades will be assigned; and (for distance education courses) how student identity will be authenticated.