Memorandum

To: Florida Atlantic University Faculty

From: Brenda Claiborne
University Provost and Chief Academic Officer

Date: September 13, 2011

Subject: Policy on Student Absences (Revised)

Many of our students contribute significantly to the life of the University in venues outside as well as inside the classroom. In an attempt to recognize and balance these important contributions with the expectation that students fully participate in their scheduled university classes, the University developed a long-standing policy which is in the University Catalog (Academic Policies and Regulations, Attendance). This policy states that students are responsible for notifying faculty members of anticipated legitimate absences (or as soon after the absence as possible) and arranging to make up all work missed. In addition to absences for such personal reasons as illness, emergency, military or legal obligation, there may also be absences for university-approved reasons such as participation in athletic or scholastic teams, musical or theatrical performances, and debate activities.

This policy requires that all faculty members allow students who miss class “for a university-approved reason the opportunity to make up work missed” with no penalty to the student. As stated in the Guidelines for Course Syllabi (approved by the University Faculty Senate on 1/22/10): Students may not be penalized for absences due to participation in University-approved activities. Instructors must allow these students to make up missed work without any reduction in the student’s final course grade.

This policy is intended to treat as fairly as possible those students with multiple university obligations. If you have any questions of concerns about this policy, you may wish to address them through the university faculty governance structure. I recognize the additional work this policy occasionally places on faculty members and thank you for your help and assistance.