**University Community (faculty, staff and students)**

<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R*)</th>
<th>POLICY NUMBER (O*)</th>
</tr>
</thead>
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<tr>
<td>Missed Class related to Authorized University Events</td>
<td>January 4, 2016</td>
<td>350.061</td>
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</table>

**POLICY STATEMENT (R*)**

Students may be asked to represent the university at authorized university events or activities during the semester. The participation in such events may interfere with attendance and completion of course work and/or assignments in the students’ courses. It is university policy that instructors must afford students a reasonable amount of time to complete course work and/or assignments missed during their approved absence. The approved make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment.

**REASON FOR POLICY (O*)**

The purpose of the policy is to delineate the responsibilities of students and instructors regarding class make-up assignments for classes missed due to the student representing the university at an authorized event.

**DEFINITIONS (R*)**

Authorized University Event: Any event where a student is asked to represent the university; including, but not limited to: artistic performances, scholastics or athletic team obligations, and debate activities.

**PROCEDURES (O*)**

A. The sponsoring unit of the university event will provide to the affected student a memorandum (university/unit letterhead) which outlines the University Policy and details the semester schedule. This memo should be provided as soon as the schedule is confirmed.

B. The student brings the memorandum to the instructor and can initiate communication regarding specific dates that coincide with assignments/quizzes/examinations and discuss reasonable accommodations.

C. If a student feels that an instructor has not complied with this policy, they may file an academic grievance in accordance with the Undergraduate Student Academic Grievance Definitions and Procedures (Policy Number 340.340) or the Graduate Student Academic Grievance Guidelines and Procedure (Policy Number 380.047).

**HISTORY (R*)**

Adopted: December 8, 2015

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**

Division of Academic Affairs  
Florida International University  

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

Office of the Provost  
11200 S.W. Eighth Street - PC 526  
Miami, Florida 33199  
Telephone: (305) 348-2151

*R = Required  *O = Optional