



**Missed Class Related to Authorized University Event #350.061**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
January 4, 2016	February 7, 2024	Academic Affairs

**POLICY STATEMENT**

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 coursework and/or assignments in the students' courses. Faculty members 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.

**SCOPE**

This policy applies to university students and faculty.

**REASON FOR POLICY**

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

**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
Authorized University Event	Any event where a student is asked to represent the university by a recognized unit; including, but not limited to: artistic performances, scholastics or athletic team obligations, and debate activities.

**ROLES AND RESPONSIBILITIES**

**University Unit**  
Sponsoring university unit of the authorized university event will provide to the student a memorandum on official university/unit letterhead which references this policy and details the semester schedule. This memo should be provided as soon as the schedule is confirmed.



**Student**

The student will submit the memorandum to the class instructor and initiate communication regarding specific missed class dates that coincide with required assignments/quizzes/examinations and reasonable accommodations to make up missed coursework and/or assignments. If a student believes that an instructor has not complied with this policy, the student may file an academic grievance.

**Faculty**

The faculty member will afford students a reasonable amount of time to complete course work and/or assignments missed due to an authorized university event. Make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment.

**RELATED RESOURCES**

FIU Policy 340.340 Undergraduate Student Academic Grievance Definitions and Procedures  
FIU Policy 380.047 Graduate Student Academic Grievance Guidelines and Procedure

**CONTACTS**

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT**

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

**HISTORY**

**Initial Effective Date:** January 4, 2016

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): November 17, 2020; February 7, 2024.