

ACADEMIC AFFAIRS POLICY LETTER

February 12, 2002

02:1
(replaces 01:5)

ATTENDANCE

Research has demonstrated that class attendance contributes significantly to academic achievement. The following policy¹ has been adopted to assist the University in improving student success and retention:

- All 0-level and 100-level courses must have attendance policies.
- It is strongly recommended that all other courses have attendance policies.

Policies should be formulated by individual instructors if there are no departmental or college attendance policies. Policies should be appropriate for the instructional strategies and learning outcomes of a course, and allow for some degree of student absence under reasonable circumstances (e.g. death in the family or family emergency, participation in University-approved events, and serious illness).

Student concerns regarding attendance policies must be addressed with the appropriate instructor. If no resolution to the concern is reached, the student should request the college process for student appeals from the dean's office. If the college does not have an appeals process, the student should submit a written appeal to the department head/director, or if the unit does not have a department head/director, the student should submit the written appeal to the dean or his/her designee. The decision of the dean is final.

The purpose of the appeals process is to validate that the attendance policy has been fairly and equitably administered.

¹This attendance policy has been developed as a result of the recommendations of the Admissions Standards Review Committee (March 26, 2001), the Academic Senate (April 3, 2001), and the Recruitment and Retention Policy Committee (June 15, 2001). The recommendations also were approved by the FSU Board of Trustees on May 4, 2001.